Integrated Materiel Automation Program

(IMAP)

Upper Level

User's Manual

Version 2.0

December 2001

**Prepared for: The Army National Guard Logistics Division (NGB-ARL)
for use in the States and Territories**

CALIBRE

TABLE OF CONTENTS

1.0 WELCOME

Background

The Integrated Materiel Automation Program Upper Level (IMAP-U) module performs three important functions: (1) provides state-level managers with an automated system for managing the Materiel Returns Program (MRP), (2) provides state-level managers with real time visibility of integrated financial information concerning their program budgets, and (3) allows state-level managers to create checkbooks with which units can use to submit funded requisitions to the Standard Army Retail Supply System – Level 1 (Direct Support) (SARSS-1).

IMAP-U allows managers to track credits and the status of credit actions related to the MRP so that they may maximize credit returns by completing required actions within the allowable time frames. The daily use of IMAP-U will result in a substantial increase in creditable returns. IMAP-U will also allow managers to view the current financial status of their programs by accessing real time data from the financial and logistics systems.

Managers currently use manual reports to track credit status in the MRP. The problem is maintaining visibility of transactions occurring at several decentralized locations. Due to a myriad of factors, problems arise in the execution of the MRP. Frequently, managers are not aware of specific problems until after the appropriate time frame has passed and a creditable return is no longer possible. IMAP-U solves this problem by providing managers with an automated system that tracks all MRP transactions through the logistics and financial systems.

With the advent of Single Stock Fund (SSF), which changes the SARSS-1 to the wholesale level, a revisit of current management practices and procedures was required. The major change to the pre-SSF operating practices is in the area of financial management. Prior to SSF, the funding decision is made after a request has passed thru SARSS-1 and placed in the Manager Review File (MRF). Under SSF, the funding decision must be made prior to being sent to the SARSS-1. This has necessitated the ability to decentralize the funding decision: moving the State Area Command (STARC) funding decision to the Shop/Unit level. IMAP-U provides a means to decentralize the funding down to the Shop/Unit level to allow the operator to make a fully informed funding decision.

IMAP-U has the following attributes.

1. Facilitates the implementation of Single Stock Fund (SSF)
2. Provides decentralized funding implementation
3. Impacts Order Ship Time (OST)
4. Impacts Velocity Management (VM)
5. Impacts Unit Readiness

Some challenges will arise with the implementation of SSF and IMAP-U, but these challenges will be more manageable with the implementation of IMAP-U. Some of the management challenges include:

1. PM Level Business Process Change

   a. Post-Requirement Funding Decision: Decision for funding is made after requirement passes SARSS-1 and is placed in the MRF.

   b. Pre-Requirement Funding Decision: Decision for funding is made before requirement reaches SARSS-1.

2. IMAP-Lower Level (IMAP-L) new Business Process

   a. Fully Informed Funding Decision: Funding decision must be made at the lowest level possible, given necessary information and data required to make the decision.

   b. Trained Users: User must be trained to the full capability of IMAP-L, to provide the necessary tools to make the fully informed funding decision.

   c. Trained Managers: Managers must be trained to the full capability of IMAP-U to give the IMAP-L users the tools to make a fully informed funding requirement.

   d. Trained Commanders: Commanders must be trained since the funding decisions will impact the readiness of their units.

IMAP-U will provide the manager with the tools to effectively manage the STAMIS outputs and to streamline daily tasks supporting the soldier and enhancing unit readiness.

IMAP-U has been designed with the following architecture.

- Integrates financial and logistics data from the State Accounting, Budgeting, Expenditure, and Reservation

System (SABERS), Standard Army Retail Supply System (SARSS) -2AC/B, and IMAP-L.

- MS Windows™ NT 4.0 and 95/98 32 Bit LAN; and

- Object Oriented Development Methodology (C++ programming).

IMAP-U has the following features:

- Fiscal Allotment,

- Program Manager by Supply Management Code (SMC),

- Checkbook creation and management,

- Document number credit tracking,

- Time critical actions,

- MRP rejection management,

- ROD/QIF/QDR credits,

- Improved quality of logistics and financial data (funding data),

- Re-obligation, and

- Causative research.

You should have the following two items available to help you to research codes and solve problems:

- AR 725-50, Requisitioning, Receipt, and Issue System and
- DLA Customer Assistance Handbook, Current Edition.

2.0 OVERVIEW

Introduction

This chapter will provide the information you need to become an informed user of IMAP-U. You will also gain a basic knowledge of the Materiel Returns Program (MRP).

Intended Audience

The primary audiences for IMAP-U are state United States Property and Fiscal Officers (USPFOs) and Program Managers (PMs). Resource managers will also find it a useful tool for tracking program expenditures.

Recommended users include Director of Logistics (DOL), Surface Maintenance Manager (SMM), Supply Management Officers (SMO), State Army Aviation Officers (SAAO), Logistics Management Officers (LMO), warehouse operations, and all budget and fiscal analysts.

System Overview

IMAP-U integrates SABERS and SARSS-2AC/B financial and logistics systems to provide state-level managers (USPFOs and PMs) with an automated system to assist them in tracking and managing credits associated with the MRP and fiscal status. IMAP-U will allow managers to

- Maximize credits received on MRP creditable materiel;

- Perform MRP document life cycle tracking;

- Analyze credit performance;

- Monitor program financial management; and

- Reconcile fiscal allotments, reservations, obligations, and disbursements.

Additionally, IMAP-U will augment current manual budget reconciliation processes and reduce the potential for over-obligating funds.

Purpose

IMAP-U has two distinct purposes: to help manage the MRP at the PM level, and to help manage checkbook requirements required to support participation in the Army SSF program.

Material Returns Program (MRP)

IMAP-U will provide PMs with a system that will maximize credits received for returns under the MRP. To manage the credits a state receives for returns under the MRP, a logistics manager must be able to track the progress and attributes of each materiel return as it makes its way through both the state supply system (SARSS-2AC/B) and the state financial accounting system (SABERS). Communication between the state supply activities and the Source of Supply (SOS) Inventory Control Points (ICP) concerning the status of materiel returns is done through F-series document identifier codes (DICs). IMAP-U provides the logistics manager with an automated capability to track materiel returns by document number, DIC, and status code.

Once an activity has initiated a materiel return, the state is notified if a credit is to be expected. A state can lose credit or receive reduced credit for many reasons. Usually credit is lost or reduced due to invalid materiel identification (e.g., incorrect NSN), improper packaging, invalid condition code, invalid quantity shipped, or a delay in a National Inventory Control Point's (NICP) receipt of shipped materiel. Most of these problems can be solved if managers are aware of them in time to act. Additionally, a materiel return may not require attention because there may be no potential loss of credit. The logistics manager should focus on potential loss of credit, and not on receipt of credit. IMAP-U will allow managers to identify problems with the return process in time to take corrective action before credit is lost or reduced.

What Are Creditable Items?

State-level managers are primarily concerned with unserviceable reparables and serviceable excess when dealing with credits under the MRP. Creditable items are determined by consulting with the item manager at the SOS. Creditable items are NSNs for which the SOS is in a deficit stockage position. Credit given is similar to buying a source of stock from an activity other than a prime vendor. The SOS pays a reduced price for a reparable unserviceable, or excess item in lieu of purchasing new. The rate of credit is a factor of FEDLOG price, surcharge, and repair cost.

Credit Management

State-level managers must track and account for credits within the MRP. To determine the status of expected or actual credit, states are required to review specific SABERS and SARSS-2AC/B reports and listings.

IMAP-U provides managers with real time on-line integrated visibility of the data contained in these systems.

Budgetary Implications

IMAP-U is important to the budgetary process because it allows more efficient management of the MRP. Currently, credits lost under the MRP have a double impact. Not only does the loss of credit reduce "buying power" in the current fiscal year by directly reducing money available to purchase materiel, but it also has an impact throughout the budget and POM cycles, because the repurchase from credits are not factored in OPTEMPO cost factors.

Checkbook Management

IMAP-U will also provide PMs with a system to manage fiscal year dollars. The Checkbook feature of IMAP-U will allow the PM to create checkbooks for IMAP-L facilities in the state. These checkbooks will enable the facilities to identify funded and unfunded requisitions. At the facility level, funded requisitions will be submitted to SARSS, and unfunded requisitions will be submitted to IMAP-U for review by the PM.

Checkbook management is a critical piece of IMAP-U. The creation of checkbooks and execution of funds through the year will have a big impact on the readiness of units and velocity management.

3.0 GETTING STARTED

Introduction

This chapter will provide the basic information you need to operate IMAP-U effectively.

System Hardware Requirements

In order to properly use IMAP-U, you must have the following hardware:

- Server (DPI) - HP9000 with ORACLE 7.3.2.3 and a patch, (check with USPFO DPI DBA for details),

- Client (User) - Windows™ NT 4.0 workstation with 64 MB of RAM (recommended) and 50 MB of hard disk space available. When using NT 4.0 make certain that your paging file size is at least 200 MB, and

- Client (User) – ORACLE Client 7.3.

NOTE: If you are unable to install the necessary client software, please coordinate with the DPI (DBA) or DOIM at your facility.

Using This Manual

This user's manual guides you through each IMAP-U process, providing step-by-step instructions. Please note the following conventions.

- Text in *italics* denotes information displayed within the program. This could be the name of a screen, entry field, or the name of an area within a screen.

- Text in **bold** refers to an item that you can select or "click" on, such as a button.

- To click a mouse button, position the cursor (which looks like an arrow, a flashing vertical bar, or an "I") over the item to be selected and press the <u>left</u> mouse button once.

- For certain functions, you can click the right mouse button. The right mouse button will not be effective in all areas of the program. This manual will identify the areas in which you can use the right mouse button.

- To double-click the mouse button, position the cursor and click the left mouse button twice. Make the two clicks as quickly as possible. Do not move the mouse while clicking or it will be interpreted as two separate clicks.

Conventions

- Hot Keys - Access each menu option on the menu bar by typing the underlined letter and simultaneously pressing the ALT Key. Underlined keys are also contained on the pull down menu. Simply type the underlined letter for the desired option.

- Menu options that lead to dialog boxes are identified by an ellipsis (…).

- Certain windows in the system have pop-up context menus that can be accessed by a right mouse click.

- Fast help fly-by-tips are available by placing the cursor over an item and waiting about 1 second. These fly-by tips are available on the Tool Bar and in most windows.

- Fly-by-tips cells in the IMAP-U windows have the column name underlined.

- The left pane of the Status Bar contains general information and informs you of ongoing processes.

- The middle pane of the Status Bar shows total Expected Credit amounts from the MRP window, and Total Remaining Obligation Authority in the Fiscal and Checkbook windows.

- The right most pane of the Status Bar shows the ID of the user currently logged into the system.

Starting the IMAP-Upper Level module

1. The installation process will create an icon for you on the Start Menu. Start IMAP-U by selecting the option from the Start Menu.
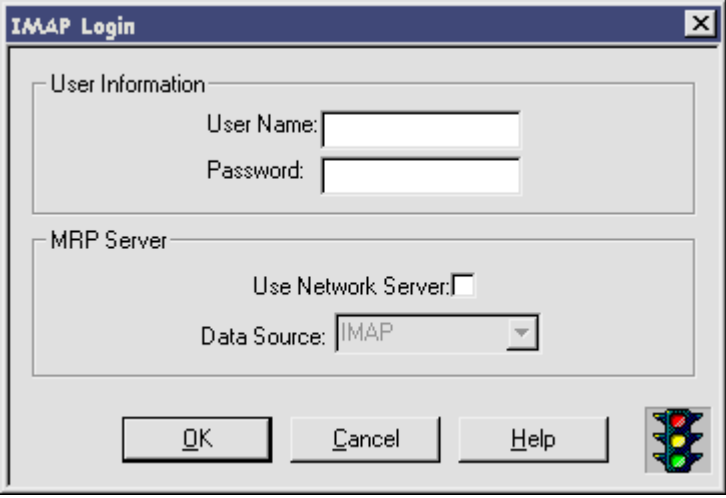
2. Enter a logon name and password in the displayed *IMAP Login* screen.

   NOTE: Your logon name and password will be created by the DPI/DBA.

3. Click the **OK** button after entering your user name and password.

4. Make sure the **Network Server** checkbox is selected. This option allows you to log on to the HP9000 database server in DPI.

5. The *Data Source* drop down list box contains all valid Oracle database servers to which you can connect as designated in your ORACLE SQL Net Easy Configuration.

   NOTE: On the *IMAP Login* screen, the *Data Source* field contains the database alias identified in ORACLE.
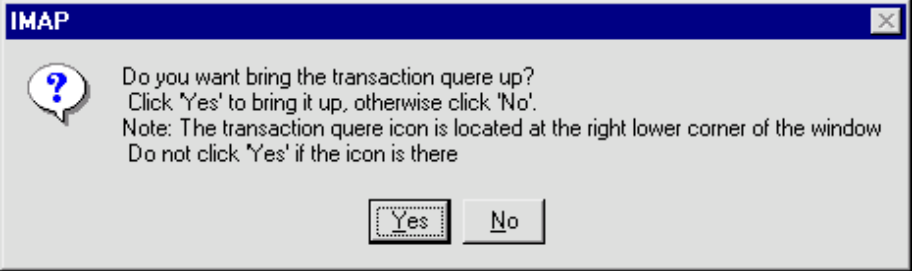
IMAP Logon Screen

Transaction Queue

After you enter the required information into the *IMAP Login* screen and click the **OK** button, IMAP-U will ask if you want to start the Transaction Queue.

IMAP Transaction Screen
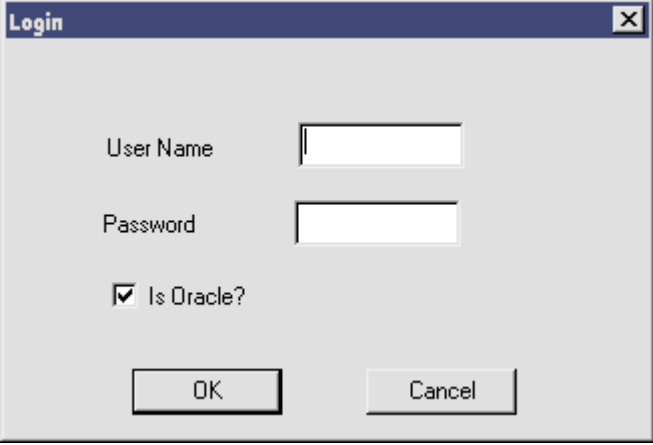
The IMAP-U transaction queue assists in transferring checkbooks to the IMAP-L modules in the facilities. This queue is a separate program that runs in conjunction with IMAP-U.

To start the transaction queue program, click the **Yes** button on the screen displayed above. If you do not wish to start the transaction queue, click the **No** button.
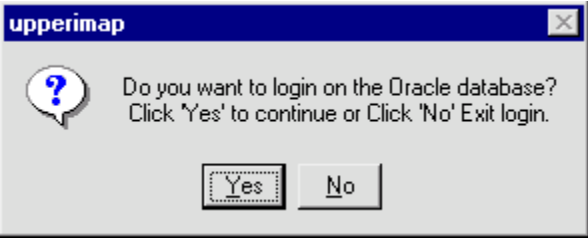
After you click the **Yes** button, IMAP-U will ask you to log into the transaction queue. Use the same *User Name* and *Password* that you used to enter IMAP-U.

Transaction Queue
Login Screen

The *Is Oracle?* option box identifies if you are using the HP9000 Oracle database. Enter your user name and password and click the **OK** button. If the *Is Oracle?* option was checked, IMAP-U will prompt you with another message.
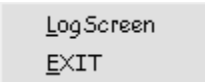
Upper IMAP Message

Click the **Yes** button to login to the Oracle database, or **No** to cancel the login process.

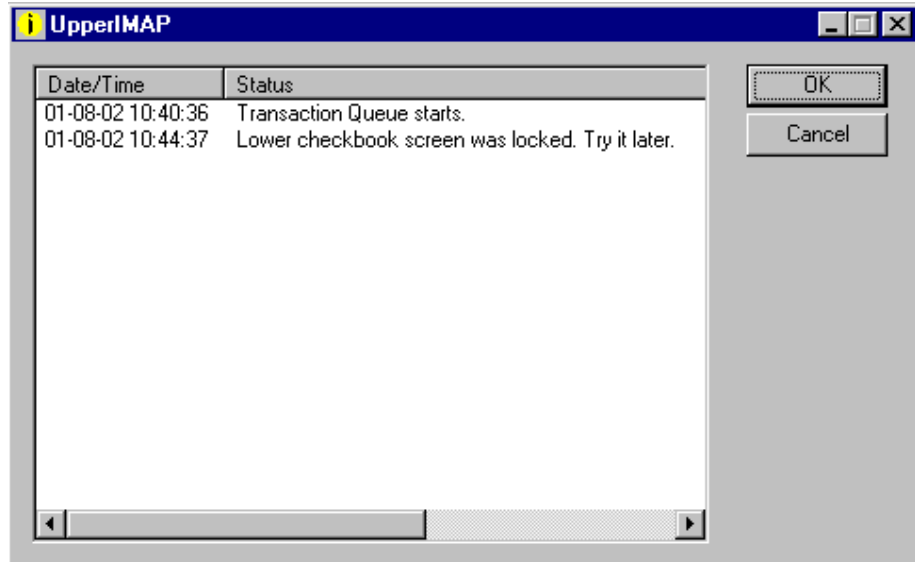After you click the **Yes** button, the transaction queue icon will appear on your task bar.

To view the transaction queue log, <u>right click</u> on the icon on your task bar and two menu options will appear, as shown to the right.
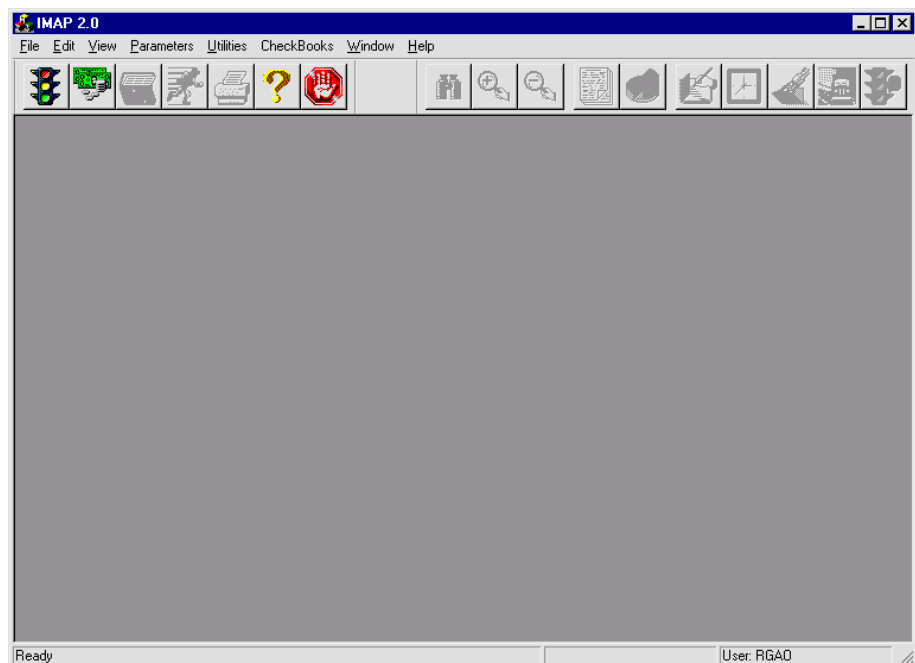

Click the **LogScreen** option to view the transaction queue details.

Transaction Queue
Log Screen

The transaction queue log screen window will show the status of each transaction that you initiate. These transactions include sending checkbooks, sending adjustments, and sending funding recommendations.

Main Menu
Screen

After you logon to IMAP-U and the startup screen is displayed, the system will take you to the *IMAP Main Screen*. All screens within the model are accessed through the Main Menu. The following icons are active in the Main Menu.

The "stoplight" button, or icon, is used to open the MRP window.

The "money" button, or icon, is used to open the Fiscal Window.

This "question mark" icon is used to access the About box.

The "stop sign" is used to quit IMAP-U.

Customizing IMAP-U

Customization options are available in IMAP-U. Click **Parameters** and then choose **System**.

System Parameters Screen - System Defaults

MRP Date Parameters - Enter the start and end dates of the data you wish to view. The dates are displayed in julian (with century) date format (CCYYDDD).

Fiscal Date Parameters - Enter the start and end dates (CCYYDDMM) and fiscal year (CCYY) of the data you wish to view.

Filter on FY Dates - Check this box to view data using the FY start and end dates. Remove the check mark to view fiscal data using the normal date parameters.

> **NOTE:** Selecting this option will display all fiscal data for the year(s) selected. This could be a very large data set and depending on the speed of your system and number of PM codes selected, could take a very long time to process.

Help Parameters - Fly-by tips appear when you place your pointer over a selection on the screen (e.g., icon). These tips also display when you point to data contained in the MRP and other windows of the program (e.g., status and DIC codes).

Tab Position - Allows you to select the tab position of the folders in the MRP window.

Icons - Select the type of icon to appear on the folders in the MRP window.

The *System Parameters* screen, *Grid Appearance* tab lets you choose how you would like the grid to appear when viewing data. More items checked will use more system resources.

NOTE: SYSTEM PARAMETERS ARE CRITICAL. ALL IMAP-U CALCULATIONS AND DATA DISPLAYS DEPEND ON WHAT YOU ENTER IN THESE TWO SCREENS.

4.0 MANAGING CREDITABLE RETURNS

Introduction

IMAP-U allows you to manage the creditable returns associated with the MRP. The following paragraphs describe how the windows associated with the MRP work and how you can use them to increase your creditable returns. You will also learn the specialized features of each screen.

The MRP Window

To open the *MRP* window, either click the "stoplight" icon ![stoplight] or select **File > Open > MRP**.

MRP Window

This window shows the status of expected credits, allows you to add notes, and to research credits by document number that are either being successfully processed or are at risk for loss of credit.

The window displays the Document Number, DIC, FSC, NIIN QTY, Status, Amount, SMC, Date, SCMC, RIC, Condition Code, and RICFROM for each transaction. RICFROM is the identifier of the SARSS in your state. When the window is active, the total dollar amount for the window is displayed in the status bar. The total dollar amount is calculated by adding, subtracting, or ignoring each

transaction depending on the DIC and status code of the record. It is not the sum of the column.

Plus Sign

The plus sign (+) to the left of the document number indicates that multiple DICs exist for that document number. Double-click to reveal all DICs associated with the document number during the life cycle of the document that falls within the system parameter dates. To hide this view, double-click the minus sign.

You can also access the life cycle of the turn-in by highlighting a record, clicking the right mouse button, and choosing **Expand**. This option allows you to expand an individual record or all records.

Lookup Tables

In the *MRP* window, you will notice that several of the column headings are underlined (e.g., DIC, ST, RIC). The **Lookup Tables** screen allows you to obtain information about these columns (e.g., status codes and their description).

NOTE: The "amount" column is underlined, but information is not accessible through **Lookup Tables**. Price information can be obtained from FEDLOG.

Lookup Tables Screen

To access Lookup Tables:

1. Click **Parameters**.
2. Choose **Lookup Tables > MRP**.
3. Select a category to view by clicking on the appropriate tab.
4. When finished, click the **Close** button.

The *DICs* tab displays all valid Document Identifier Codes for materiel returns. The *Track Life Cycle* column on this tab allows you to specify which DICs to track when displaying the *Life Cycle* screen.

The *Status Codes* and *Condition Codes* tabs display all valid status and condition codes for materiel returns. The *RICs* tab displays all valid Routing Identifier Codes for materiel returns. Additional RICs can be added to indicate if they are a Source of Supply (SOS).

The *Labels* tab contains entries for specifying user-friendly labels for all elements in the system. If you prefer different names for the columns on the screen, you can change them here.

Resizing & Moving Columns

The columns within the MRP window can be sized and ordered to your liking. These changes are stored on the local machine in the IMAP.INI file in your c:\windows directory or c:\winnt directory.

To resize a column:

Position the mouse cursor in the grid heading on the line separating the column to be resized from the next column. Click and hold the left mouse button and drag the mouse to the left or right. Release the mouse button when the column is sized correctly.

To move a column:

1. Highlight the column to be moved by clicking once on the column heading.

2. Click and hold the left mouse button on the highlighted column and drag the mouse to the left or right. You will see a red line appear. This is the new insert position for the column.

3. Release the left mouse button when the column is in the desired position.

Adding Notes

You can add personalized notes to individual records.

To add or edit a note:

1. There are two ways to access the **Edit MRP Notes** dialog box. Highlight the record whose note you wish to add or edit and choose one of the following:

   Right click and choose **Notes** from the pop-up menu.

   Press the "notes" icon.

2. The **Edit MRP Notes** dialog box appears (see figure below). The box indicates the document number and user name. Be sure that your user name appears in the window. If it does not appear in the window, click on the down arrow on the right side of the box and select your user name.

3. Enter your note and click the **OK** button.

Edit MRP Notes Screen
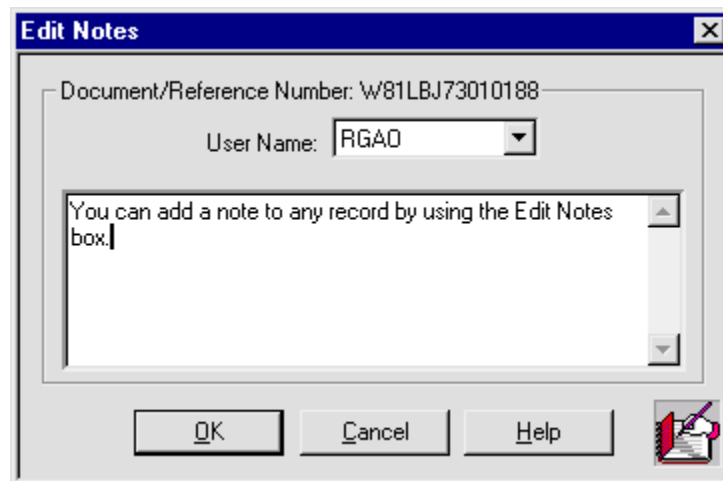
To view a note added by another user:

1. Access the **Edit MRP Notes** dialog box.

2. Click the down arrow next to the user name and choose another user. When viewing a note added by another user, it will appear gray, indicating that you have read-only rights.

To delete a note:

1. Access the **Edit MRP Notes** dialog box through one of the above methods.

2. Delete all text in the dialog box.

3. Click the **OK** button.

Shipping Detail

The **Shipping Detail** screen displays the interface between the supply and transportation systems. The source of this information is the SARSS-2AC/B F09 file forwarded to SABERS.

To view the Shipping Detail screen:

1. Highlight the document number you wish to view.
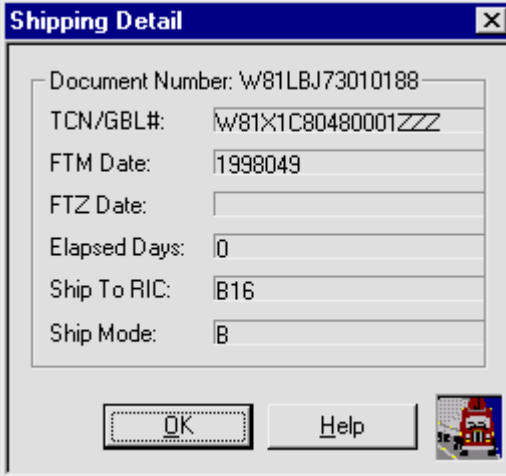
2. Choose one of the following:

   Click the Shipping Detail icon , or

   Right-click and choose **Shipping Detail**.

3. Click the **OK** button to close the **Shipping Detail** window.

NOTE: TCNs ending with either ZZ or ZZZ are SARSS-1 generated pseudo TCNs requiring additional research.

Shipping Detail Screen

NSN Detail

The **NSN Detail** dialog box furnishes information from the Army Master Data File (AMDF). The source of this information is the SARSS-2AC/B F09 file forwarded to SABERS. If the SARSS catalog file is not current, the attributes displayed here may or may not be

accurate. Talk to your SARSS administrator to verify that the SARSS catalog is current.
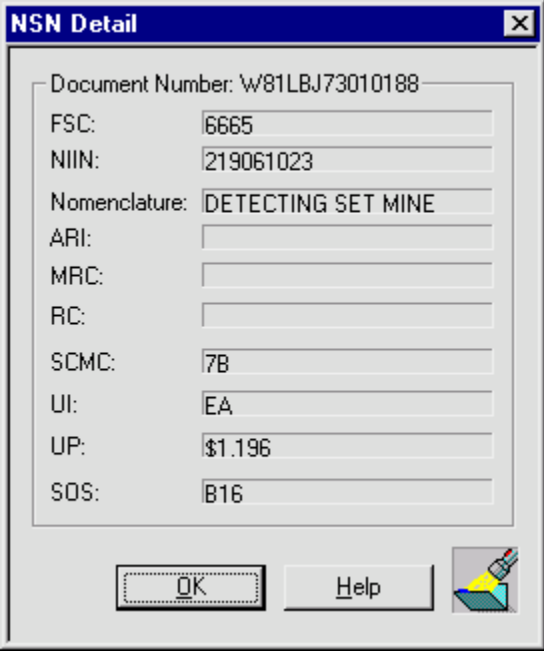
To view the NSN Detail screen:

1. Highlight the document number you wish to view.

2. Choose one of the following:

   Click the **NSN Detail** icon ![icon], or

   Right-click and choose **NSN Detail**.

3. Click the **OK** button to close the **NSN Detail** window.

NSN Detail Screen

Document Number Life Cycle

The **Life Cycle Screen** shows the timeframes between each step of the MRP process. Life cycle analysis will appear for FT DICs checked "yes" in **Lookup Tables** (see page 16 for further details). Life cycle analysis timelines are similar to velocity management in that measurements are being determined between FT* DICs.
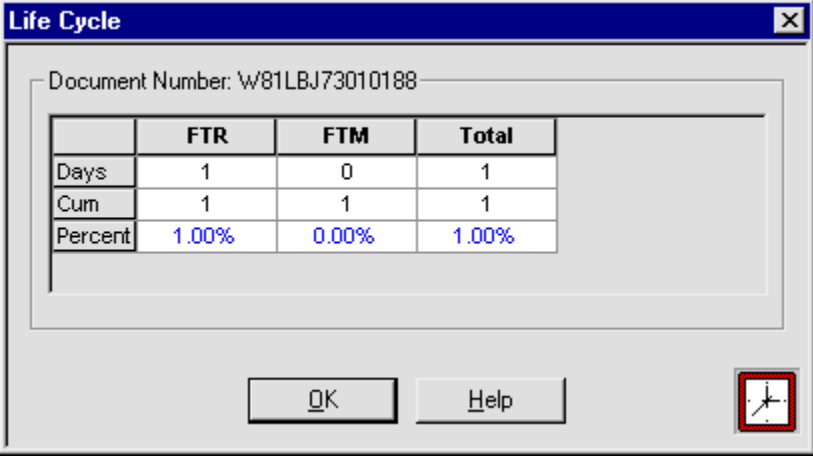
To view the Life Cycle screen:

1. Highlight the document number you wish to view.

2. Choose one of the following:

Click the **Life Cycle** icon ⊞, or

Right click, and choose **Life Cycle**.

3. Click the **OK** button to close the **Life Cycle** window.

Life Cycle Screen

Life Cycle

Document Number: W81LBJ73010188

	FTR	FTM	Total
Days	1	0	1
Cum	1	1	1
Percent	1.00%	0.00%	1.00%

OK   Help

MRP Status Categories

The following status categories appear as tabs in the MRP window. To view the different categories, simply click on the tab.

NOTE: The user defines these statuses. The system has default values but it is recommended that the user customize the statuses to fit the situation of the individual state. Time frames may be shorter or longer.

- **Warning** - Imminent loss of credit if corrective action is not taken immediately.

- **Caution** - Potential loss of credit if proper actions are not taken.

- **Credit Lost** - Shows management what credits have been lost over the fiscal year. May still be recovered with follow-up.

- **Credit Reversed** - Credit was reversed by an FD1 DIC.

- **Credit Received** - Shows management credits received over current fiscal year for the SMC codes associated with the current user.

- **OK** - Tracking in accordance with MRP.

- **No Credit** - Credit was not received for the returned item because the item is not creditable.

- **Rejected** - Materiel return was rejected by a status code beginning with "S".

To see why a document falls into a particular category, display the **Show Why** screen. The **Show Why** screen displays a narrative of the business rule that a record has violated, and the corrective action associated with the business rule.

To view the Show Why screen:

1. Highlight the document number for which you wish to obtain information.

2. Choose one of the following:

   Click on the **Show Why** icon ![Show Why icon], or

   Right-click and choose **Show Why**.

3. Reasons and corrective actions are set by default; however, corrective actions can be customized to accommodate different facilities (see **Business Rules**).

Show Why Screen
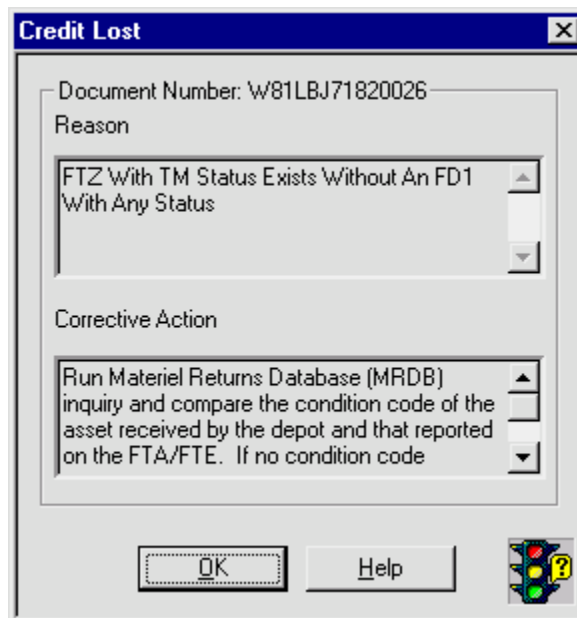
Business rules contain the logic that determines the position of each materiel return record in a tab within the *MRP* window. When the *MRP* window is opened, every materiel return is evaluated to see which business rule has been violated. The records associated with the

materiel return are positioned in a tab within the *MRP* window accordingly.

To view the Business Rules:

Click **Parameters** and choose **MRP**.

This screen displays parameters for the MRP categories that a document number must meet. You can customize actions to meet the needs of your facility. This is highly recommended. For example, you could enter a contact name and phone number to facilitate research.

Customizing Business Rules:

- To delete a rule, simply select the record and click the **Delete** button.

- To add a rule, click the **Add** button and enter the appropriate information.

- To change the corrective action on a rule, click the paper clip, enter the new information, and click **OK**.

- To return the business rules to the original settings, click the **Restore Defaults** button.

Hiding Records

You can choose to hide all the transactions associated with a particular document number.
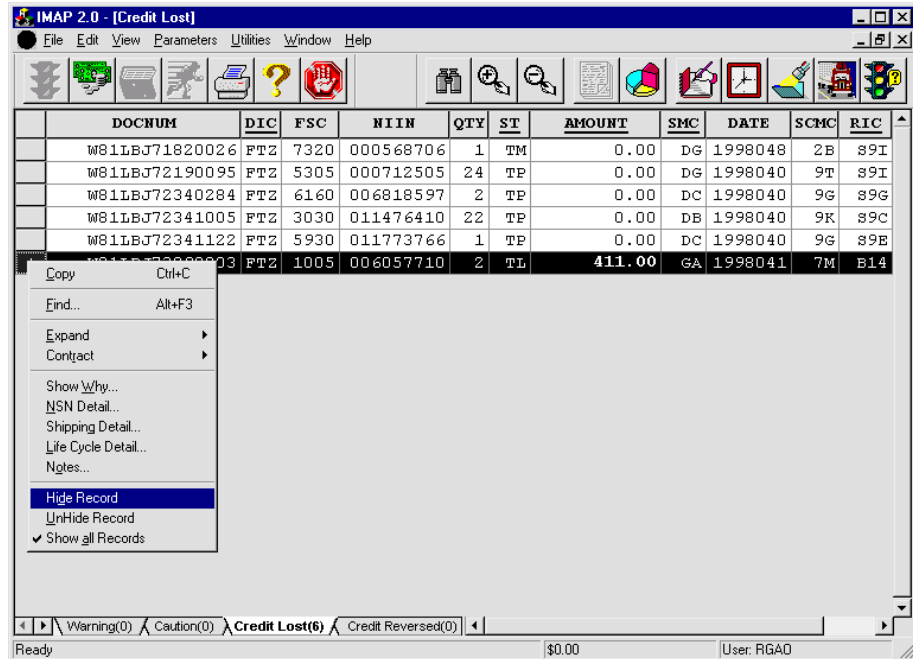
To hide a record:

1. Select the document number you want to hide by clicking on the appropriate row.

2. Click on the *MRP* window with the right mouse button.

3. Choose **Hide Record**.

4. The window will be refreshed and the record will be hidden unless the show all records option is already selected. In that case, the record will be (*italicized*).

Showing All Hidden Records

At times, you may want to see all of the records you have hidden.
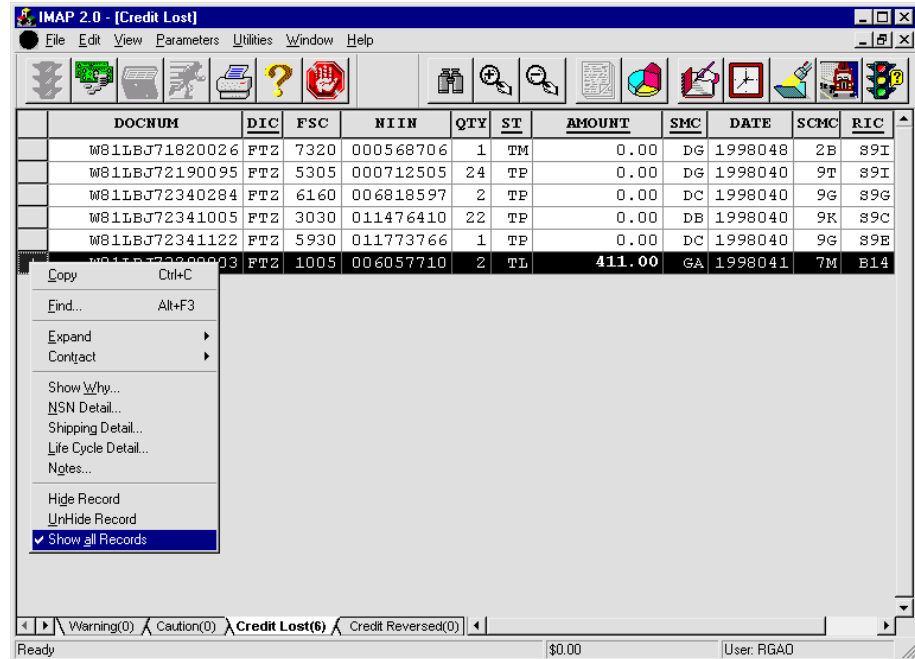
To show all hidden records:

1. Click on the *MRP* window with the right mouse button.

2. Choose **Show all Records**.

3. The window is redrawn, and the records marked as hidden will have their document numbers displayed in an italicized font.

4. The **Show all Records** option on the pop-up menu will have a check mark next to it.

UnHiding Records

You may want to restore records previously hidden.

To unhide a record:

1. Make sure that you are showing all records by clicking with the right mouse button on the *MRP* window. Ensure that there is a check mark next to the **Show all Records** option.

2. Click on the row containing the document number you want to unhide.

3. Click with the right mouse button on the *MRP* window and choose **UnHide Record**.
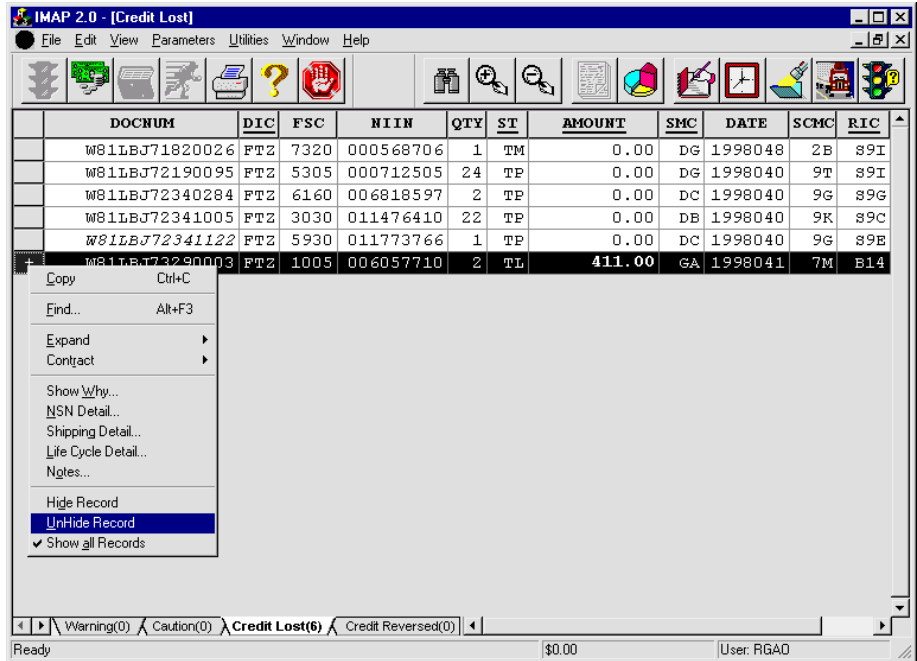
4. The window will be redrawn and the document number for the record is displayed in a normal font (*not italicized*).
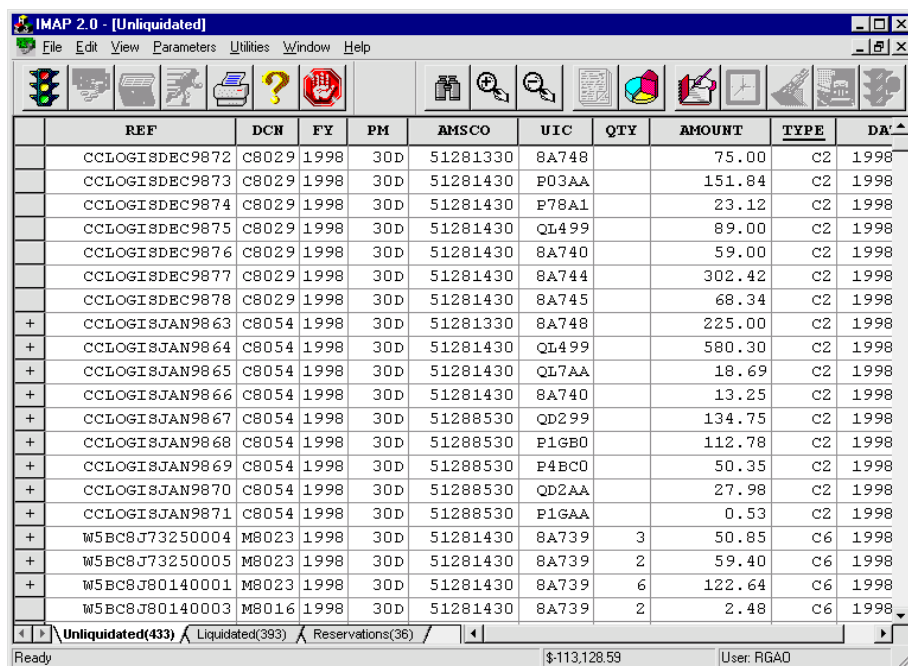
5.0 FISCAL

Introduction

IMAP-U allows you to display fiscal information from the Fiscal Unliquidated (FISUNLIQ), Fiscal Liquidated (FISLIQD) in SABERS, and Reservation Master (RESVMSTR) tables in AFCOS. The following paragraphs describe how the Fiscal windows work and how you can use them to view Fiscal data. You will also learn the specialized features of each screen.

The Fiscal Window

To open the Fiscal window, either click the "money" icon or select **File > Open > Fiscal**.

Fiscal Window

The window consists of three tabs: Unliquidated, Liquidated, and Reservations. Each tab displays fiscal transactions for the period specified in the *Fiscal Date Parameters* section in the *System Parameters* window from the FISUNLIQ and FISLIQD tables in SABERS, and the RESVMSTR table in AFCOS.

The transactions displayed depend on the AMSCO value for each transaction, so that each user can only see the transactions for the

AMSCOs for which he/she has accountability. Which AMSCOs each user can see is determined by the *User Type* entries in the *User Parameters (Fiscal)* window, and the correspondence between the UserType and the PM (Program Manager) code in SABERS. The SABERS database identifies which AMSCO a PM can view. These are in the SABERS Roll view.

The *Fiscal* window displays the Reference Number, DCN, FY, PM, AMSCO, UIC, QTY, Amount, Transaction Type, and Date for each transaction. The transactions can be sorted by Reference Number or DCN. When a fiscal window is active, the total dollar amount for the window is displayed in the status bar. The total dollar amount is calculated by adding, subtracting, or ignoring each transaction depending on the setting of the CalcType entry for the Transaction Types in the *Fiscal Lookup Tables* window.

Sort by Ref/DCN

The *Fiscal* window can be sorted either by reference number or by DCN.
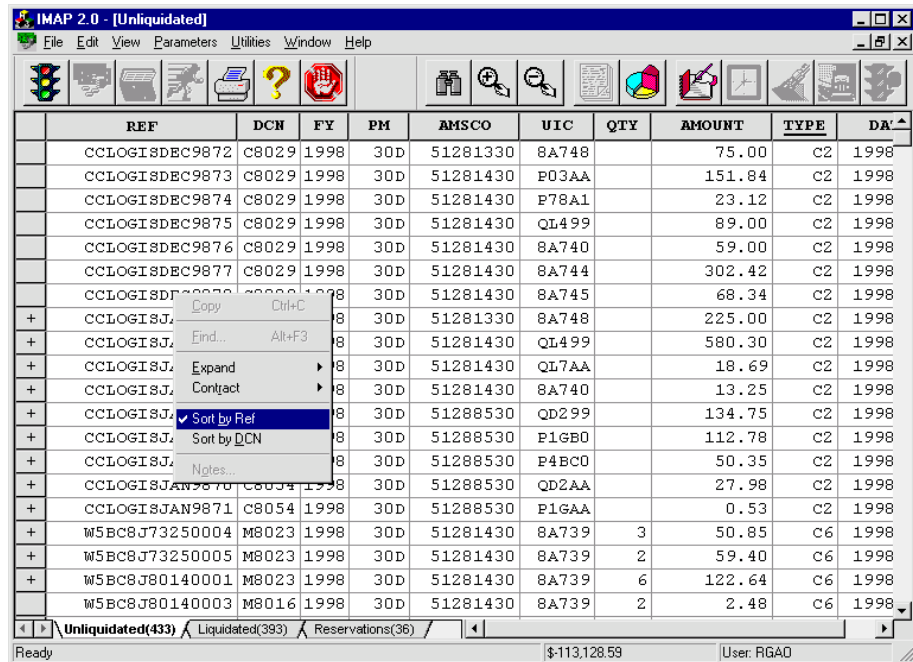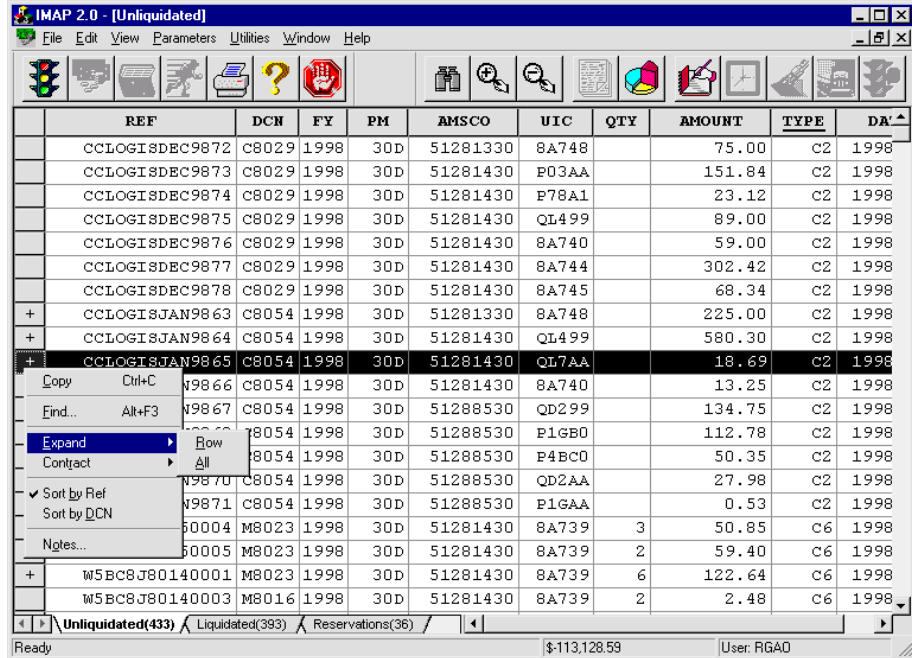
To change the sort method:

1. Click on the *Fiscal* window with the right mouse button.

2. Choose either **Sort by Ref** or **Sort by DCN**.

3. The window will be refreshed using the new sort method.

Plus Sign

The plus sign (+) to the left of the reference number reveals all transactions associated with the reference number or DCN, depending on which way the window is sorted. To access this view, double-click the plus sign. To hide this view, double-click the minus sign.

To access all transactions highlight a record, click the right mouse button, and choose **Expand**. This option allows you to expand an individual record or all records.

Lookup Tables

In the *Fiscal* window, you will notice that some of the column headings are underlined (e.g., Type). The *Fiscal Lookup Tables* screen allows you to obtain information about these columns (e.g., transaction type codes and their description).

	DCN	Description
	B	DJMS Disbursement
	C	Reservations Becoming Obligations
	D	Automated Order Revocations
	E	Milstrip Auto-Adjust
	F	Non-Milstrip Auto-Adjust
	G	Obligations From Civilian Pay
	H	Disbursements for Civilian Pay
	I	Obligations Tech Pay MOD

Add   Copy   Delete   Print   Help

DCNs   Transaction Types   Labels

Close   Refresh
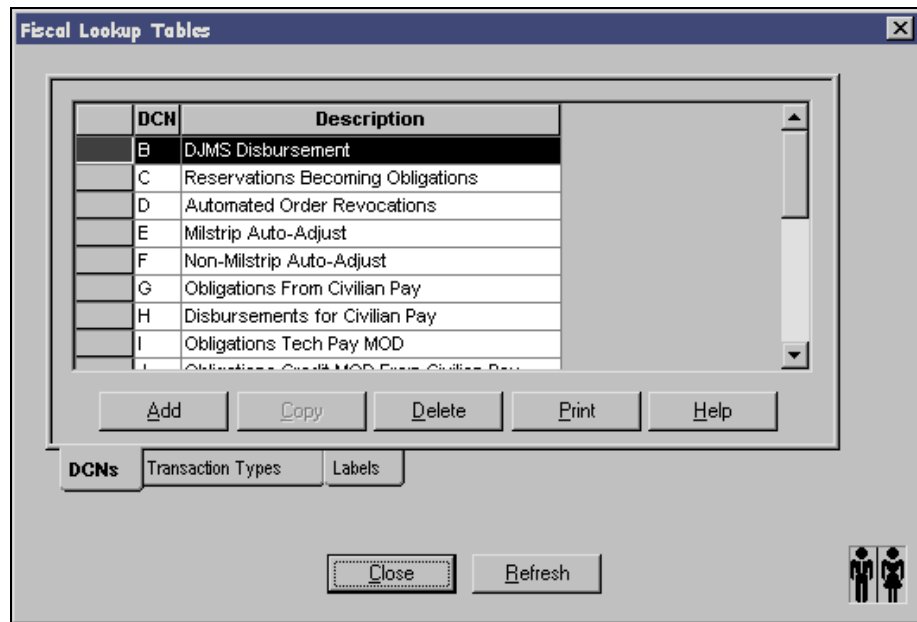
To access Lookup Tables:

1. Click **Parameters**.

2. Choose **Lookup Tables/Fiscal**.

3. Select a category to view by clicking on the appropriate tab.

4. When finished, click the **Close** button.

The *DCNs* tab displays the first position of the DCN and a description of what the DCN (or batch) contains.

The *Transaction Types* tab displays the Fiscal Transaction Types, a description, and a CalcType entry that tells IMAP-U how to account for the transaction when calculating the total dollar amount for any fiscal window. The CalcType entries are described below:

*Transaction
Types Screen*

	TYPE	Description	CalcType	
	A1	Annual Funding Program (From SAB System)	0	
	A2	Annual Funding Program (From SABERS)	0	
	B1	Allotment Received (From SAB System)	+	
	B2	Allotment Received (From SABERS)	+	
	C1	Obligation ADAPS	-	
	C2	Obligation From AFCOS Reservation	-	
	C3	Obligation Other Reservation	-	
	C4	Obligation Non-MILSTRIP	-	
	C5	Obligation Non-MILSTRIP Unfilled Order (Manual)		

Value **Action**

0 Do not include the Transaction Type in Fiscal totals

+ Add the Transaction Type to Fiscal totals

- Subtract the Transaction Type from Fiscal totals

For example, a C6 Transaction Type (MILSTRIP Obligation) should be subtracted, while a B2 Transaction Type (Allotment Received from SABERS) should be added.

This logic is applied to each transaction in a fiscal window when the total dollar amount for the window is calculated. The result is displayed in the status bar.

The *Labels* tab contains entries for specifying user-friendly labels for all elements in the system.

Resizing & Moving Columns

The columns within the *Fiscal* window can be sized and ordered to the users' liking. To resize or move a column, refer to section 4.0 for more details.

Adding Notes

You can add personalized notes to records within the *Fiscal* window. To add a note to a record, refer to section 4.0 for more details.

6.0 CREATING NEW CHECKBOOKS
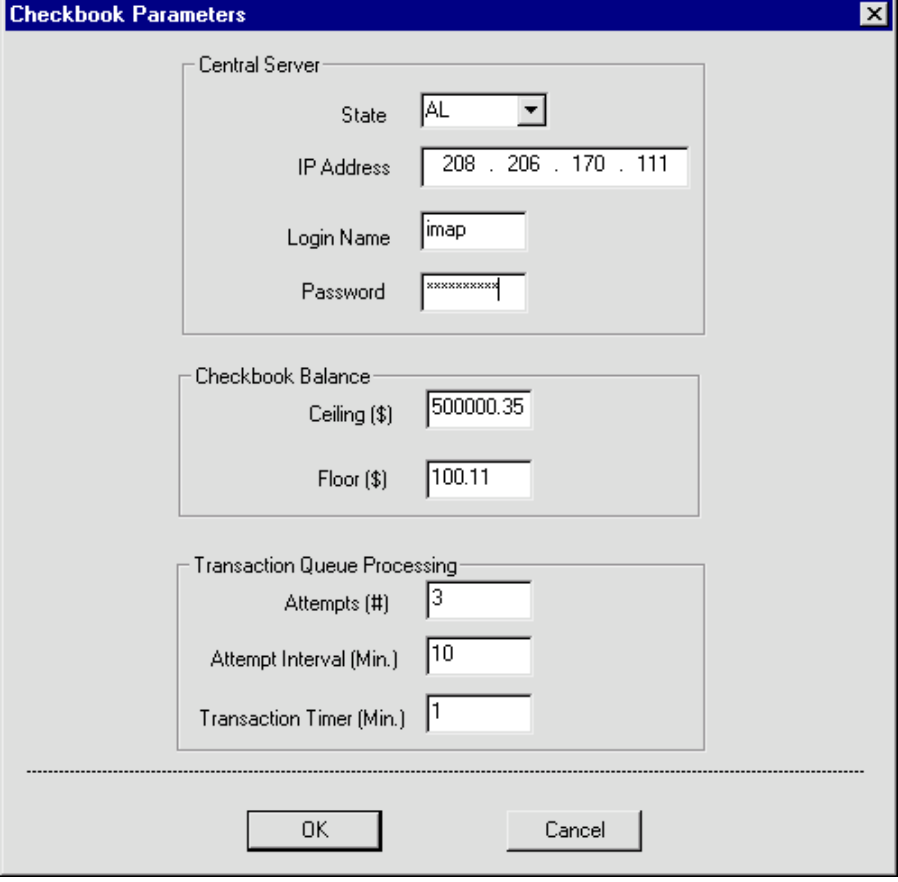
Introduction

IMAP-U allows the state-level managers to create checkbooks for each DODAAC in the state. These DODAAC checkbooks allow the units that use the IMAP-L to manage funds for all OMNG funded requisitions processed through SARSS. The state-level manager decides which classes of supply to include in the checkbooks and designates "allotment" values to each DODAAC. This process allows the state-level manager to "manage" state allocations, and empowers the units to use the funds to increase readiness and positively impact velocity management.

Checkbook Parameters

Before creating a checkbook, you will need to enter the Checkbook Parameters. To open the *Checkbook Parameters* window, select **Parameters > User > Checkbooks**.

*Checkbook
Parameters Window*

IMAP-U uses the IMAP-Central Server module (IMAP-C) to send the unit or DODAAC checkbooks to the appropriate destination. Therefore, the IMAP-C IP address is a critical piece of information. If you do not know this address, check with your CSSAMO. The IMAP-C has a SQL Server database which requires a *Login Name* and *Password*. Enter these items into this screen.

The *Checkbook Parameters* window also includes options for different management settings. The *Checkbook Balance* area allows the state-level manager to establish indicators that will identify checkbooks with balances above or below certain values (i.e., ceiling and floor amounts). At the end of the year, these indicators will be critical to identify units that need more dollars and units that will not be able to spend their allotment.

The *Transaction Queue Processing* area identifies the parameters for transferring data to the IMAP-L modules. If the transaction fails, these settings will be used to identify how many future transmission attempts to make and the number of minutes between each transmission attempt.

- **Attempt #** designates the maximum number of times that IMAP-U will attempt to connect to the IMAP-C.

- **Attempt Interval (min)** designates the amount of time in between connection attempts.

- **Transaction Timer (min)** designates the amount of time that will elapse before it begins sending the next transaction.

Checkbook Wizard
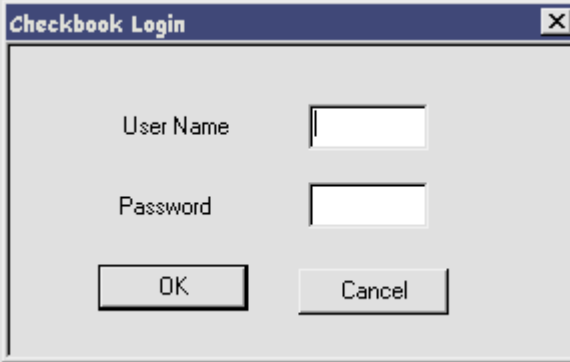
The Checkbook Wizard allows you to create checkbooks for facilities and DODAACs in your state. These facilities and DODAACs need to run IMAP-L in order to view and use the checkbooks that you create.

To open the Checkbook Wizard, select **Checkbooks > Checkbook Creation Wizard**.

Checkbook Login

The *Checkbook Login* window will appear which requires you to enter your *User Name* and *Password*. These entries must match the entries made when you entered IMAP-U. Click the **OK** button to continue, or click the **Cancel** button to return to the Main Screen.

Checkbook Login Window

The Checkbook Wizard will take you step by step through creating a checkbook for your facilities and DODAACs. These checkbooks will allow DODAACs to purchase supplies for all classes of supply.

PMC-SAG Manager

After entering your login information, IMAP-U will display the *PMC-SAG Manager* screen. This screen will allow you to identify your Program Manager Codes (PMCs).

PMC-SAG Manager Screen
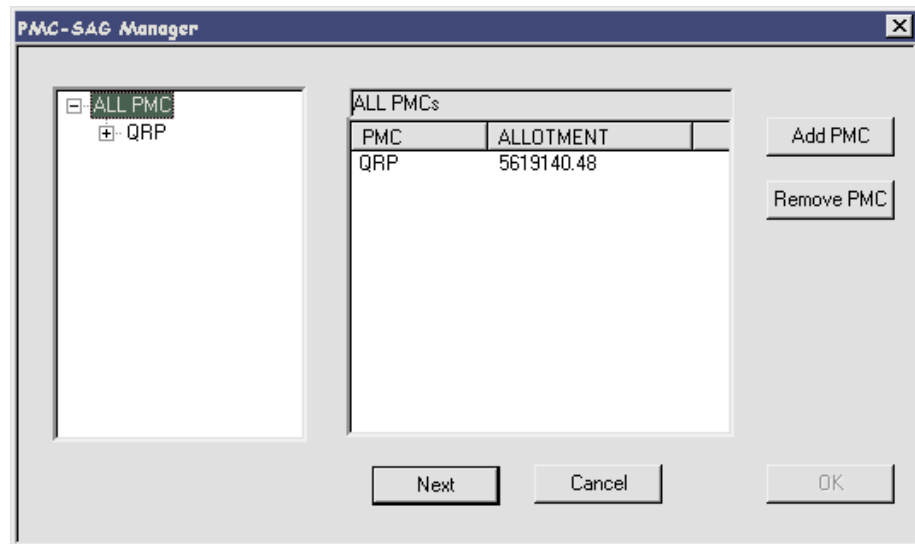
To add a PMC, click the **Add PMC** button. The *Add PMC* window will appear.

NOTE: A PMC must be identified in SABERS or it will not be accepted.

Add PMC Screen
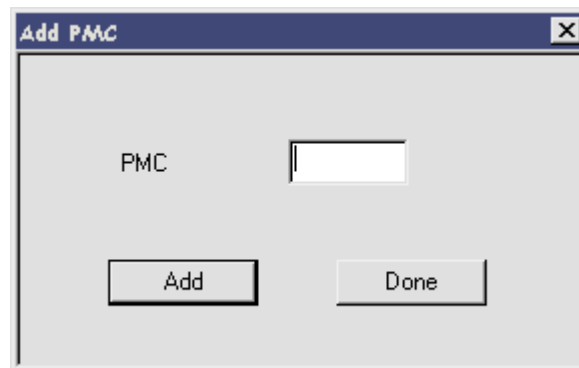
Enter your PMC in the entry box. Then, click the **Add** button. If you have more than one PMC, enter another *PMC* in the entry box and click the **Add** button. Continue adding PMCs until you are finished. When you have added all your PMCs, click the **Done** button to return to the *PMC-SAG Manager* screen.

After you click the **Done** button, IMAP-U will query the SABERS database and obtain information for the PMCs that you entered. IMAP-U will query SABERS for the SAGs, allotment amounts, and DODAACs associated with the PMCs you identified.

The *PMC-SAG Manager* screen will then display the SAGs and allotment information for each PMC entered.

Click on the PMC code to display the SAGs and their Allotment amounts.

PMC-SAG Manager Screen

If you see that you added an incorrect PMC, highlight the PMC and then click the **Remove PMC** button.

After adding your PMCs, click the **Next** button to continue creating checkbooks. The *SMC Group Manager* screen will appear.

If you wish to quit the Checkbook Wizard, click the **Cancel** button. All the information that you have entered will be saved and you can continue the Checkbook Wizard at a later time.

SMC Group Identification

The *SMC Group* screen allows you to create different funding groups for each PMC-SAG combination. These funding groups will enable you to designate dollar amounts for certain types of supply classes.
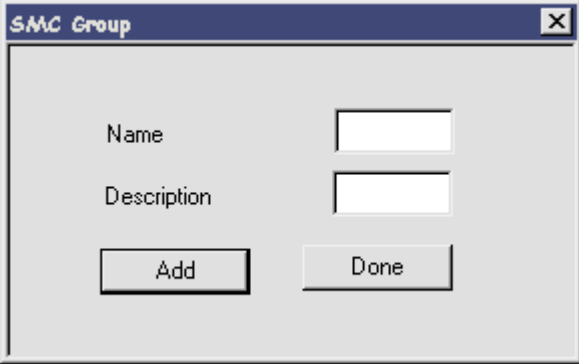
SMC Group Manager Screen

To create an SMC Group, click on the appropriate SAG and click the **Add Group** button. The *SMC Group* window will appear allowing you to create an SMC Group for the selected SAG.

Add Group Screen

Enter the name of the SMC Group and a short description. Click the **Add** button and the SMC Group will appear on the *SMC Group* window.

If you want to create additional SMC Groups, enter a name and description and click the **Add** button. When you are finished adding SMC Groups, click the **Done** button. Each SMC Group will appear on the *SMC Group Manager* screen.

After adding the SMC Groups, you will need to assign SMCs to each group. Click on the SMC Group and then double-click on the SMCs that apply to that group. As you double-click each SMC, you will see the SMC appear on the tree view.

In addition to double-clicking each SMC, you can also use the arrow buttons located in the middle of the screen. The < button will add individual SMC Codes to the selected PMC. The << button will add all SMC Codes to the selected PMC. The > button will remove an individual SMC Code. The >> button will remove all SMC Codes.

NOTE: You should put some thought into creating the SMC Groups. There are some business rules in IMAP-U that will check to make sure duplicate SMC codes are not sent to the IMAP-L. Here are some things to consider when creating SMC Groups.

1. The Grouping of SMC codes should by SRC (see Appendix F for a description of an SRC.) The SRC is derived from the MTOE.

2. Group the SMC by Types of Units (From SRC)

   - i.e. from the SRC 05 = Engineer

   - Create a Group called "Engineer" and assign the required SMC codes to the group.

*SMC Group Manager
Screen*
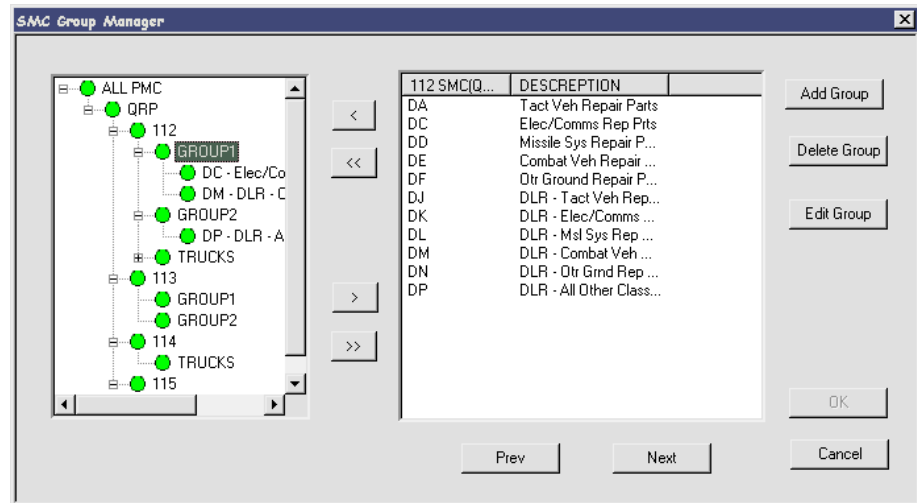
To delete an SMC Group, highlight the SMC Group name in the tree view and click the **Delete Group** button. IMAP-U will confirm that you wish to remove the selected group.

To edit the name or description of an existing SMC Group, highlight the SMC Group name in the tree view and click the **Edit Group** button. In the window that appears, modify the *Name* or *Description* as required and click the **Done** button. Your changes will be reflected on the tree view.

After adding your SMC groups, click the **Next** button to continue creating checkbooks. The *Checkbook Manager* screen will appear.

If you wish to quit the Checkbook Wizard, click the **Cancel** button. All the information that you have entered will be saved and you can continue the Checkbook Wizard at a later time.

Create Checkbooks

The last step in the Checkbook Wizard process is creating the checkbooks. The *Checkbook Manager* screen allows you to create and modify checkbooks, and to send those checkbooks to the IMAP-L systems.

Checkbook Manager Screen

To create a checkbook, click on the SAG for which you wish to create a checkbook. Then, click the **Add Checkbook** button. The *Add Checkbook* window will appear.

Add Checkbook Screen

Select the DODAAC to which this checkbook amount applies. Then, choose the SMC Group to apply to this DODAAC. Then, enter the amount to allocate to this DODAAC-SMC Group checkbook. Finally, click the **Add** button to create the checkbook.

After clicking the **Add** button, IMAP-U will display a message asking if you wish to send this checkbook immediately. The message below will appear.

---

*Send Adjustment
Screen*

> **IMAP** ✕
>
> (?) Do you want to send this adjustment right a way?
> Select 'Yes' to send the adjustment to do transaction queue.
> Select 'No' to retain the adjustment for future modification and submission to Lower.
>
> [Yes]   [No]
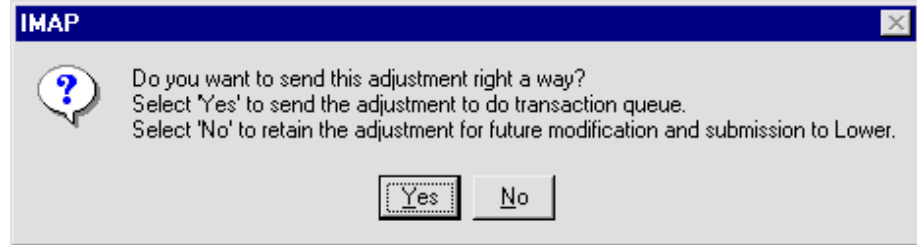
Click a button based on the desired action. IMAP-U will return to the *Add Checkbook* screen so that you can continue to create checkbooks.

When you are finished creating checkbooks, click the **Done** button. The checkbooks that you created will appear on the left side of the *Checkbook Manager* screen.

Identifying the Status of Checkbooks

In the *Checkbook Manager* screen under the *Checkbooks* tree view, you will see a tree containing PMC Codes, SAGs, and DODAACs. Checkbook information for each DODAACs shows adjustments that were either added or modified. To view the details of the tree view, click on the plus sign (+) within in the tree. Click on the (-) to hide sections of the tree. Each Adjustment added or modified to items under DODAACs will contain one of four status codes.
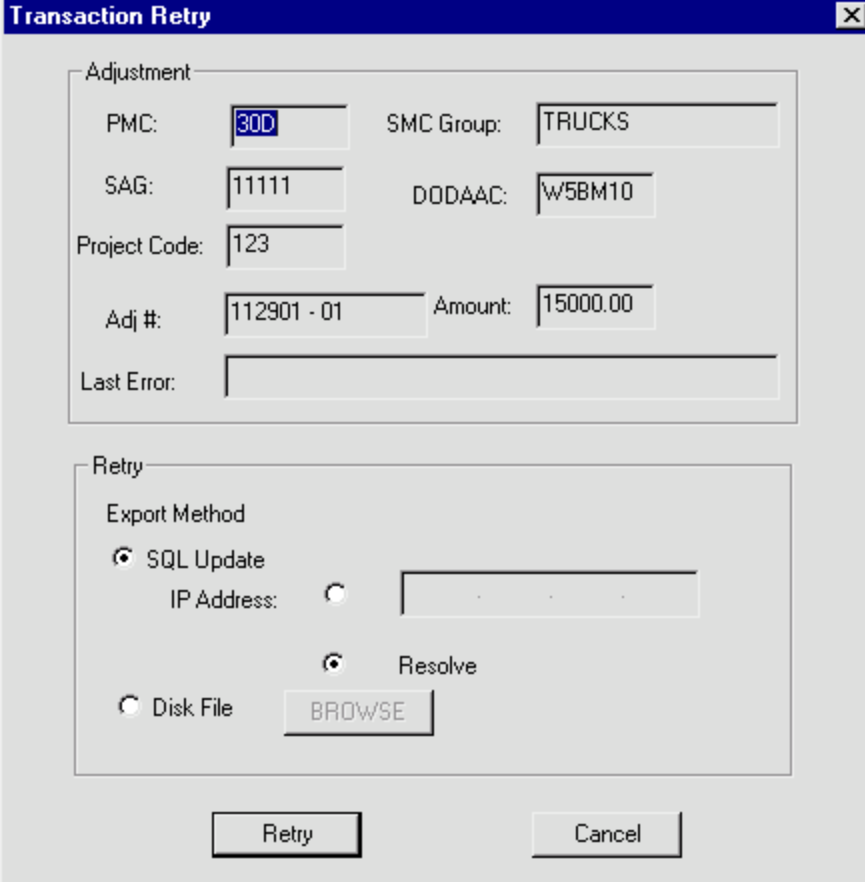
> **U** = Unsent
>
> **S** = Sent
>
> **P** = Pending
>
> **!** = Failed

NOTE: If you have an adjustment that failed (status code of !) to send, double-click to view Transaction Screen for more options.

Transaction Retry Screen

A transaction normally fails because the IMAP-C cannot find the IP address for the IMAP-L checkbook. Contact the IMAP-L checkbook holder to ensure they are on-line. You have three options to resend the failed transaction.

1. Click the **Retry** button.

2. Click the **IP Address** radio button and enter the IP Address of the IMAP-L. Then, click the **Retry** button.

3. Click the **Disk File** radio button and then click the **BROWSE** button.

   - IMAP-U will ask you to enter the name of the file to create.

   - After entering the name of the file, click the **Save** button.

If you click the **Cancel** button on the *Transaction Retry* screen, IMAP-U will ask you if you wish to delete the transaction.

   - Click the **Yes** button to delete the transaction from the database, or

- Click the **No** button to keep the transaction and send it at a later time.

If you want to create another checkbook, select another DODAAC and SMC Group, enter the checkbook amount, and then click the **Add** button.

If one of your DODAACs resides in another state, click the *Out of State DODAAC* checkbox. You'll need to identify the state and enter the IP address for that state's IMAP-C. If you don't know this information, you will need to contact the CSSAMO in that state.

Checkbook Manager Screen

NOTE: The checkbook function in the IMAP-Upper Level module will prevent you from allocating more funds than are in your PMC allotment shown in SABERS.

Remove Checkbooks

If you created a checkbook in error and wish to remove it, highlight the checkbook you wish to remove and then click the **Delete Checkbook** button. IMAP-U will confirm that you wish to remove the selected checkbook. Click the **Yes** button to delete the checkbook or **No** to keep the checkbook.

Checkbook Delete Confirmation

If the checkbook you wish to delete was already transferred to the appropriate IMAP-L, IMAP-U will notify you that this checkbook

cannot be deleted. You will need to create an adjustment to remove the amount from the checkbook.

Checkbook Delete Notification
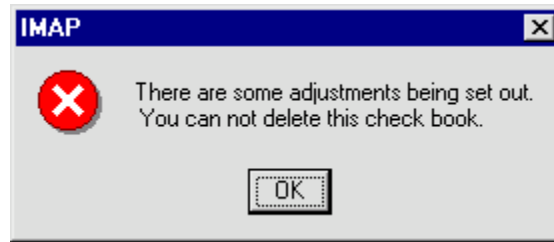
Adjustments

During the fiscal year, the budget process may cause changes in the checkbook allocations to certain units. If this is the case, you may adjust the checkbook amounts by using the adjustment buttons.

Click the **Add Adjustment** button to modify the amount in the selected checkbook. The *Add Adjustment* screen will appear. You may add positive and negative adjustment values depending on the current financial situation.

Add Adjustment Screen

Click in the *Amount to add* field and enter the amount of the adjustment. When you are finished, click the **Add** button and the adjustment will be applied to the checkbook.

After you click the **Add** button, IMAP-U will ask if you wish to send this adjustment now or later, as shown in the screen below.

Send Adjustment Screen
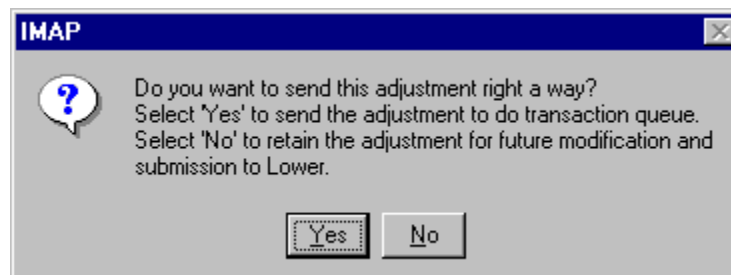
After you click the appropriate button on the screen above, the *Add Adjustment* screen will still be visible on the screen. The *Amount to add:* field will be blank so that you can add a new adjustment to the currently selected DODAAC.

Click the **Done** button to exit the screen. If you wish to add another adjustment to the same checkbook, click in the *Amount to add* field and enter another amount. Click the **Add** button to apply this new adjustment.

NOTE: Clicking the Add button will continue to add adjustments to the currently selected checkbook.

If you realize that you added an adjustment to the wrong checkbook, select the adjustment and click the **Delete Adjustment** button. IMAP-U will prompt you to verify your action.

Delete Adjustment Screen
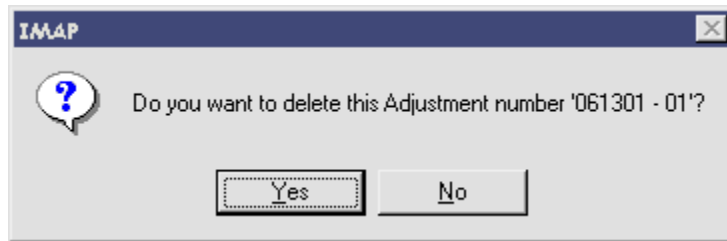
Click the **Yes** button to remove the selected adjustment, or click the **No** button to keep the adjustment and return to the *Checkbook* screen.

NOTE: IMAP-U will lock your PMC-SAG level system if a SABERS allotment reduction is detected that requires a withdrawal of funds from any IMAP-L checkbook. Only negative adjustment amounts will be permitted until a positive PMC-SAG balance is achieved against the recorded SABERS allotment.
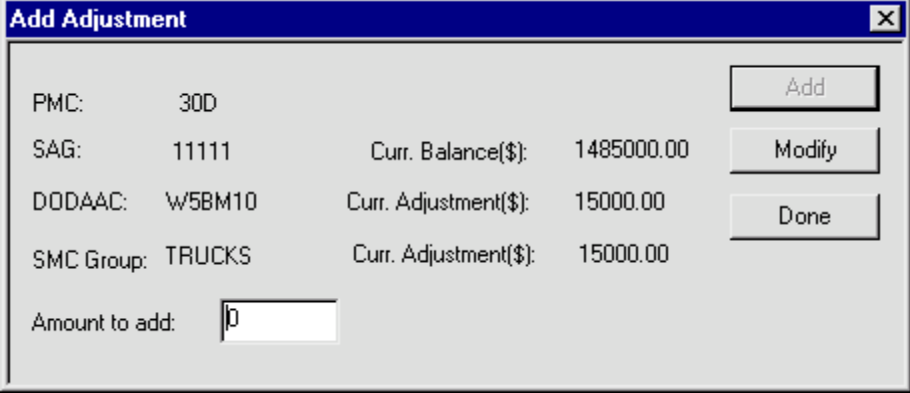
Modify An Existing Adjustment

IMAP-U will allow you to modify adjustment amounts for adjustments that have a status of U, the unsent adjustments.

Highlight the adjustment that you wish to modify and then click the **Modify Adjustment** button.

The **Add Adjustment** screen will appear as shown below.

*Add Adjustment
Screen*

Enter the *Amount to add*. The amount entered will replace the *Curr. Adjustment ($)* amount.

Click the **Modify** button to modify the amount of money, positive or negative, to a "U" status adjustment. The **Modify** option also functions to replace an unsent adjustment to "sent" or "pending" status.

NOTE: You cannot modify adjustments in status "P" or "S."

Exit the Checkbook Wizard

The **Prev** button on the *Checkbook Manager* screen will go back to the previous checkbook screen.

The **Finish** button will save all the information entered on the checkbook screens and will return to the IMAP-U Main Screen. When you click the **Finish** button, IMAP-U will confirm that you wish to exit the Checkbook Wizard. The message below will appear.

*Exit Checkbook
Message*
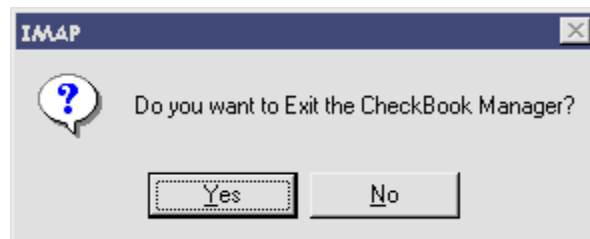
Checkbook Maintenance

After you have created checkbooks for your DODAACs using the Checkbook Wizard, you can edit the information using the Checkbook Maintenance function. This function will take you directly to a specific screen in the Checkbook Wizard without going screen by screen.

When you click on the **Checkbooks > Maintenance** menu, three options are available: **PMC-SAG Manager**, **SMC Group**, and **Checkbooks**. Select the option and the selected screen will appear. Follow the steps described in the "Checkbook Wizard" section on page 34 for the screen you selected.

Review Unfunded Requisitions

During the fiscal year, the unfunded requisitions will be imported for each checkbook that you created. In order to ensure that units have enough dollars to maintain equipment and purchase supplies, you will need to review the unfunded requisitions and make recommendations. The *Checkbook Manager* screen will display all unfunded requisitions that are sent from the IMAP-L systems.

Click on the **Checkbooks > Maintenance > Checkbooks** option to display the *Checkbook Manager* screen. You will need to enter your User Name and Password into the *Login* screen before continuing.

When the *Checkbook Manager* screen appears, expand all checkbooks by clicking on all the + signs in the tree view. The checkbooks and SMC groups will appear in the tree view.

To view the unfunded requisitions for each checkbook, click on an SMC group. If unfunded requisitions exist for the checkbook, the requisitions will appear on the bottom of the checkbook screen. These requisitions will have a Status code of 'U', meaning that they are currently unfunded.

View Unfunded Requisitions

To change the status and recommend that the unit fund a requisition, click on the *Doc #* of the requisition. The *Status* field will change to 'R'. When you click the **Finish** button, IMAP-U will send the change in status to the IMAP-L checkbook.

NOTE: Oftentimes, unfunded requisitions are a result of insufficient funds. You may need to add an adjustment to the checkbook when you modify the status of a requisition.

Import IMAP-L Checkbook Information

After you have created checkbooks for your DODAACs using the Checkbook Wizard, you can import the execution information using the *Checkbook Manager* screen. This function was implemented just in case some of the IMAP-L machines could not send their execution information using their IMAP-L.

The IMAP-L facilities can send the CU*.Dat (Checkbook Update) file to you via email or on a floppy disk. Once you have received the file, use the **Files of Lower** button on the *Checkbook Manager* screen to import the information.

When you click on the **Files of Lower** button, IMAP-U will ask you if you wish to import a file.

Checkbook Import Message
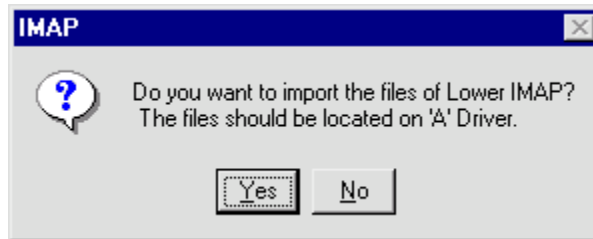
Click the **Yes** button to start the import process and locate the file to import. Click the **No** button if you do not wish to import a file at this time.

After you click the **Yes** button, IMAP-U will ask you to locate the file to import. This process requires you to find a file that starts with **CU**. You need to make sure that the facility sends the appropriate file to you.

Locate Checkbook File Screen
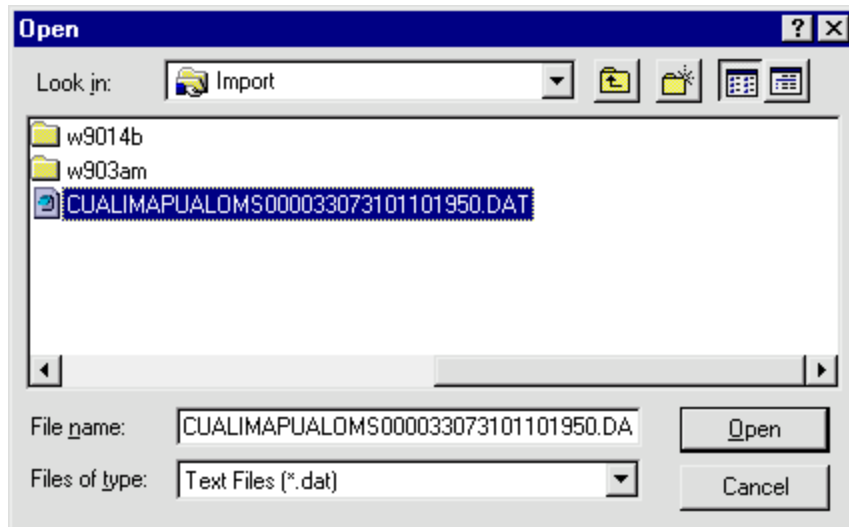
After the data in the file is imported, click on the DODAAC within the *Checkbook Manager* screen. You will see the updated balance information and a list of unfunded requisitions for the selected DODAAC.

7.0 DISPLAYING & PRINTING CHARTS
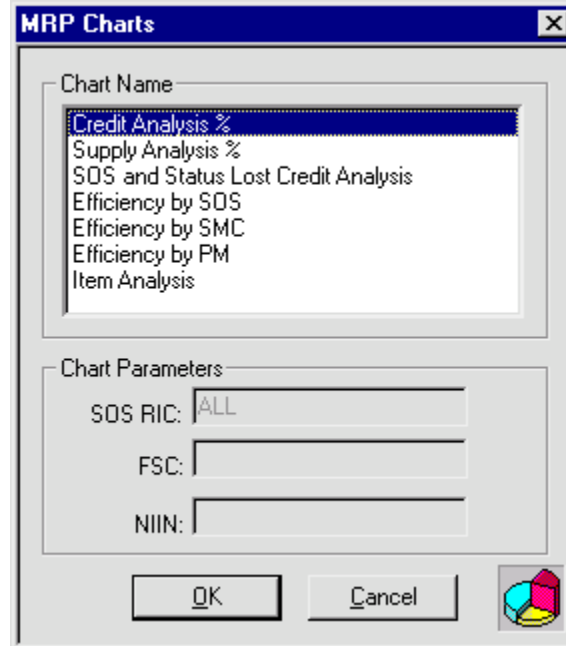
Displaying Charts

A number of charts are available for the MRP Window. The charts display summary and statistical information for the period specified in the MRP Date parameters.

1. Click the charts icon.

2. Seven options are available:

    - Credit Analysis %,
    - Supply Analysis %,
    - SOS and Status Lost Credit Analysis,
    - Efficiency by SOS,
    - Efficiency by SMC,
    - Efficiency by PM, and
    - Item Analysis.

MRP Charts Screen

3. Highlight the chart you want to view and click the **OK** button.

Credit Analysis Screen
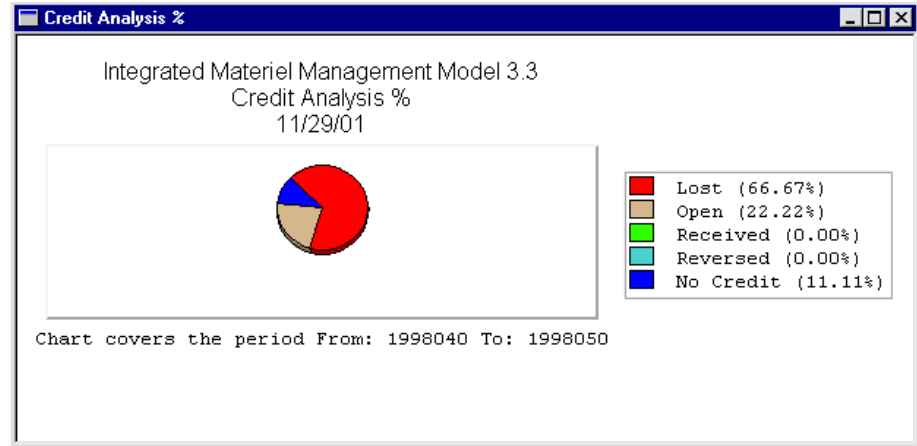
4. To change the type of chart, right-click and choose a chart from the list.

5. To copy the chart, right-click and choose **Copy**. This allows you to copy and paste the chart into another application (e.g., MS Word™ or MS Powerpoint™).

6. To close the charts, click 🔲. This button is located on the menu bar next to **File**.

NOTE: In addition to the legend located to the right of the chart, you can view the values by clicking on a section of the chart.

Printing Charts

1. Select **File** from the Menu Bar.

2. Choose **Print**.

3. Be sure you have the correct printer selected and click the **OK** button.

APPENDIX A

Setting Up The Oracle Connection

1. From the Program Menu, select **SQL*NET Easy Configuration**.

2. When the *SQL*NET Easy Configuration* screen appears, select the **Add Database Alias** option and click the **OK** button.
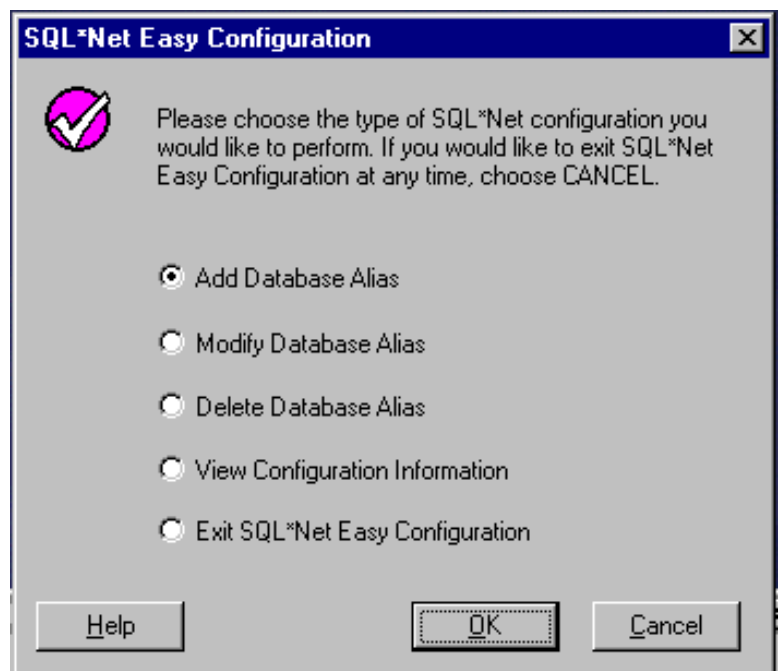
3. When the *Choose Database Alias* screen appears, enter a name for the alias. The preferred alias to enter will be: "IMAP" + your 2 character state ID, i.e. "IMAPAL".
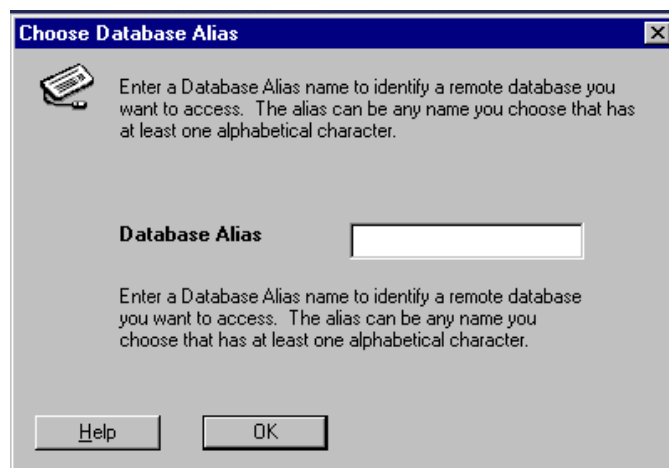
4. The next screen will allow you to select the protocol. The default is TCP/IP; you will not need to change this. Click the **OK** button to continue.
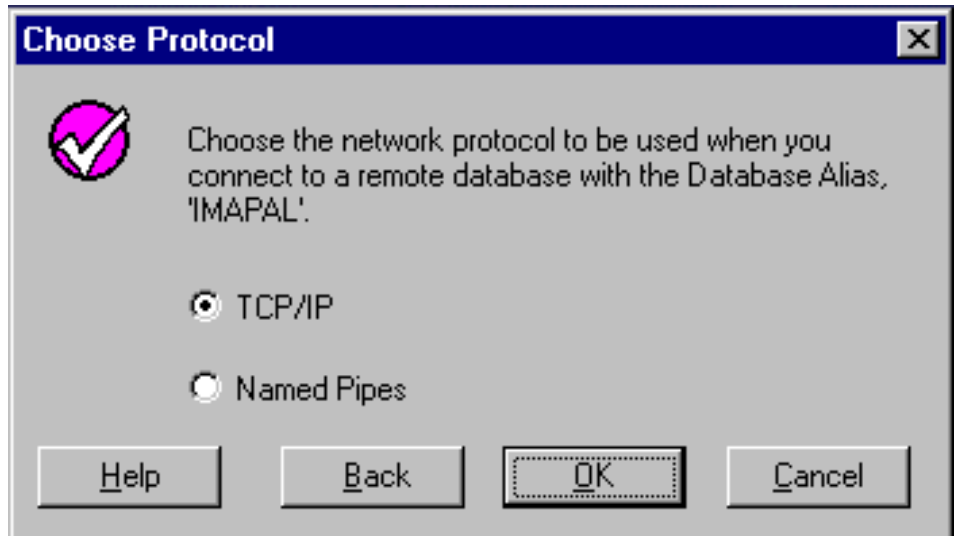
5. The next screen will allow you to enter the *Host Name* and the *Database Instance*.
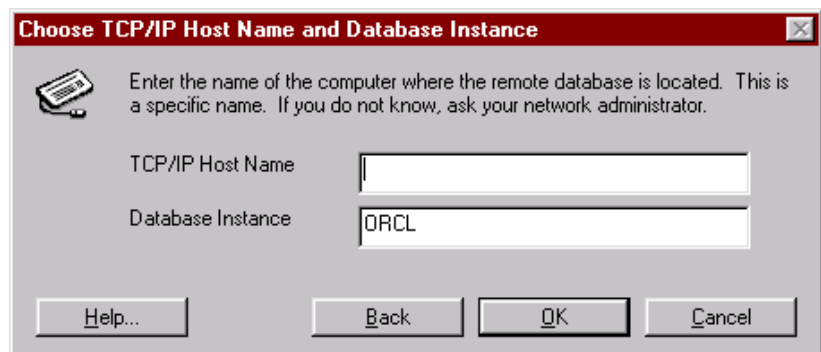
- The *Host Name* is the IP address for the HP. This will be given to you by the DPI.

- The IP will look like 55.55.55.55

- The *Database Instance* is the ORACLE SID. This is also given by the DPI. The SID will look like "ORCL".
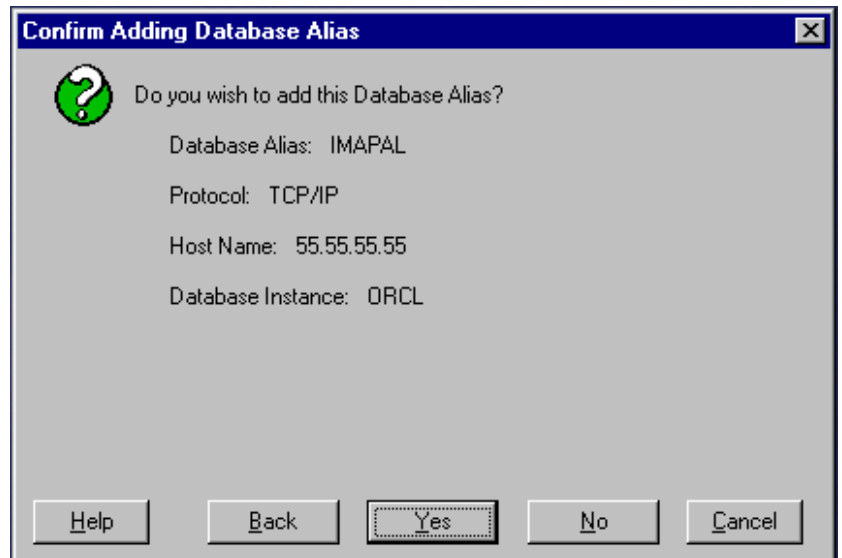
6. The next screen will display the information entered in the previous screens for your confirmation.

7. If any of the information needs to be changed, click the **Back** button until you reach the information that needs to be corrected. If all the information is correct, click the **Yes** button to indicate that you wish to add the alias.

8. If you click **Yes** to add, the next screen will exit you out of the SQL*NET Easy Configuration process. Select the *Exit SQL*NET*Easy Configuration* option and click the **OK** button.
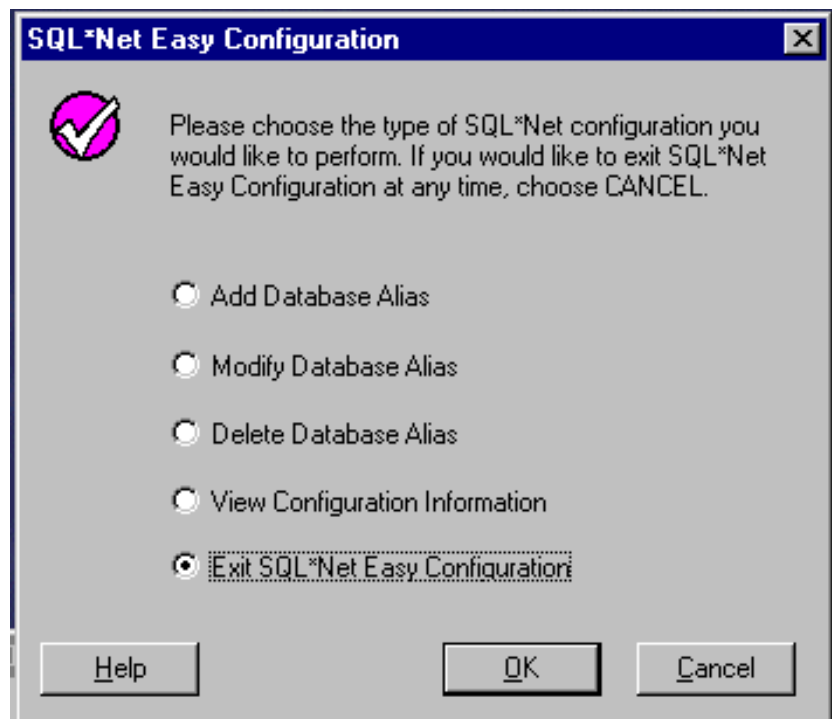
APPENDIX B

Setting Up The ODBC Connection

1. From the Start Menu, click the **Settings** menu option and click on **Control Panel**.

2. On the *Control Panel* screen, click the **Data Sources (ODBC)** icon.

3. From the *ODBC Data Source Administrator* screen, click on the **System DSN** tab and click the **Add** button.
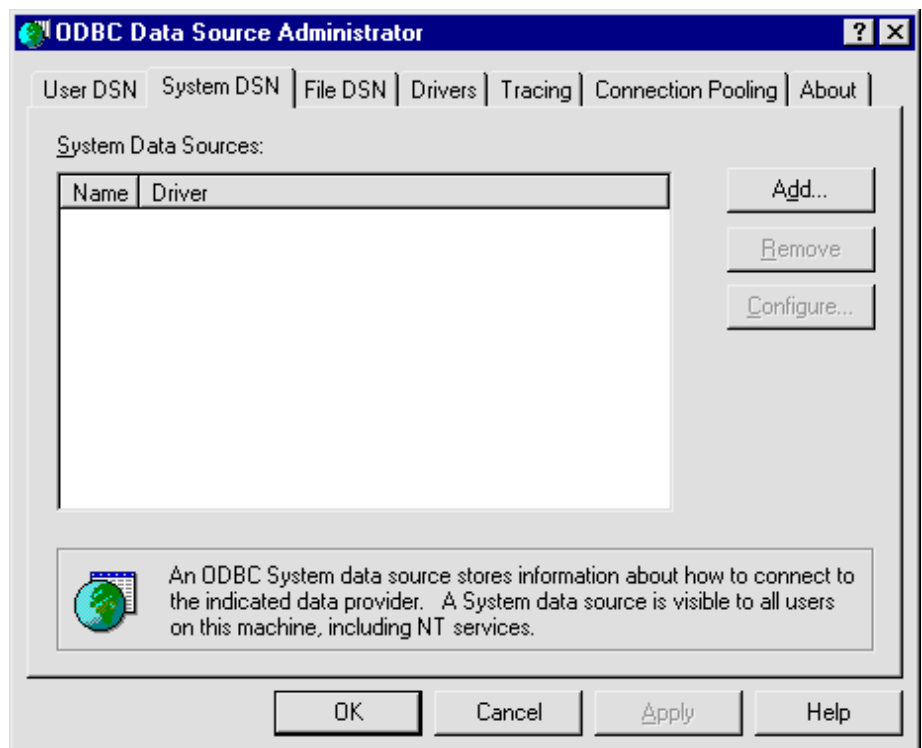
4. From the *Create New Data Source* screen, scroll down until you find the **Visigenic 32-bit Oracle Driver**. Highlight this driver and click the **Finish** button.
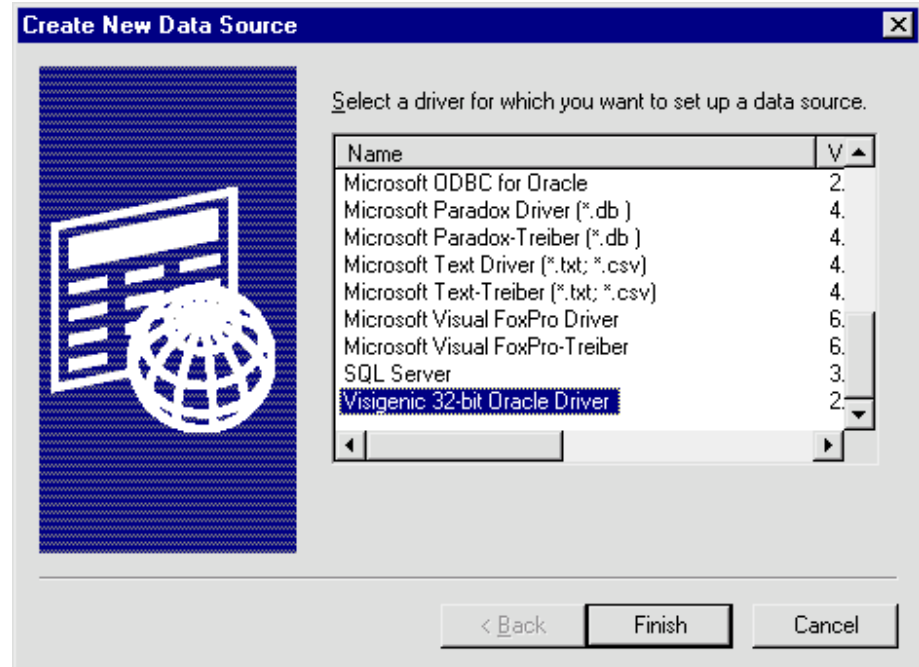
5. From the *Visigenic ODBC32 Oracle Setup* screen, enter the *Data Source Name*. This is the same as the *Database Alias* that you entered in the ORACLE Setup. Once you enter the *Data Source Name*, click the **OK** button.
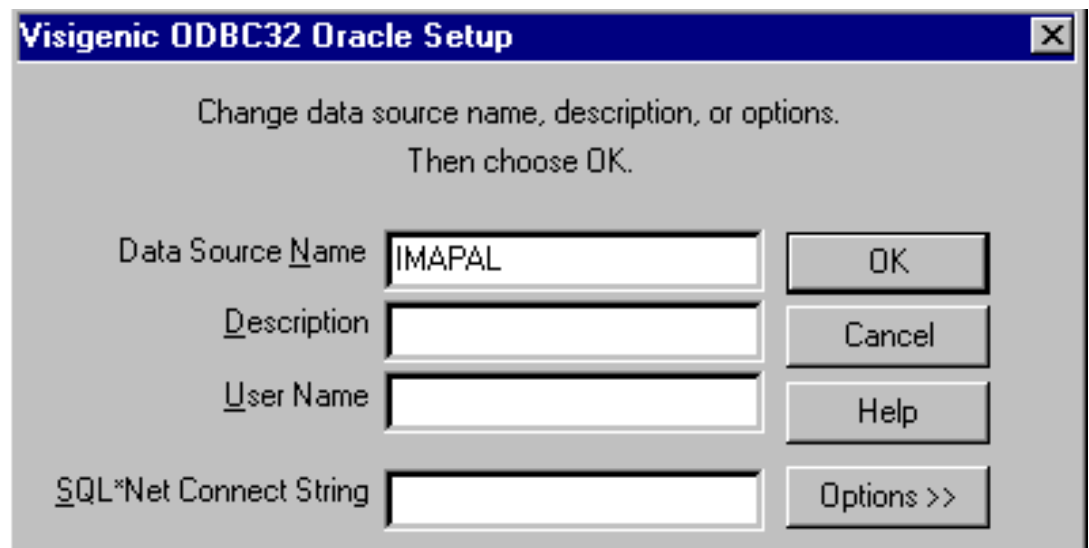
APPENDIX C

Setting Up The SQL Server ODBC Connection

1. From the Start Menu, click the **Settings** menu option and click on **Control Pane**l.

2. On the *Control Panel* screen, click the **Data Sources (ODBC)** icon.

3. From the *ODBC Data Source Administrator* screen, click on the **System DSN** tab and click the **Add** button.
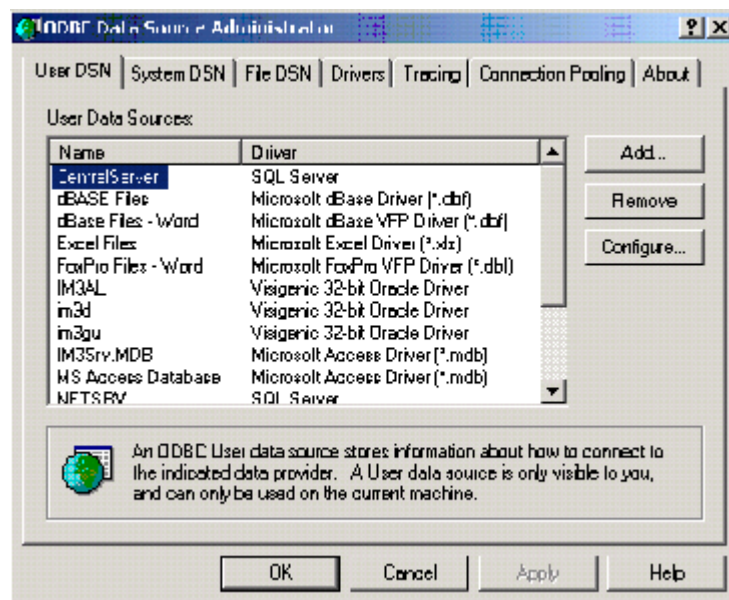
4. From the *Create New Data Source* screen, scroll down until you find the **SQL SERVER**. Highlight this driver and click the **Finish** button.
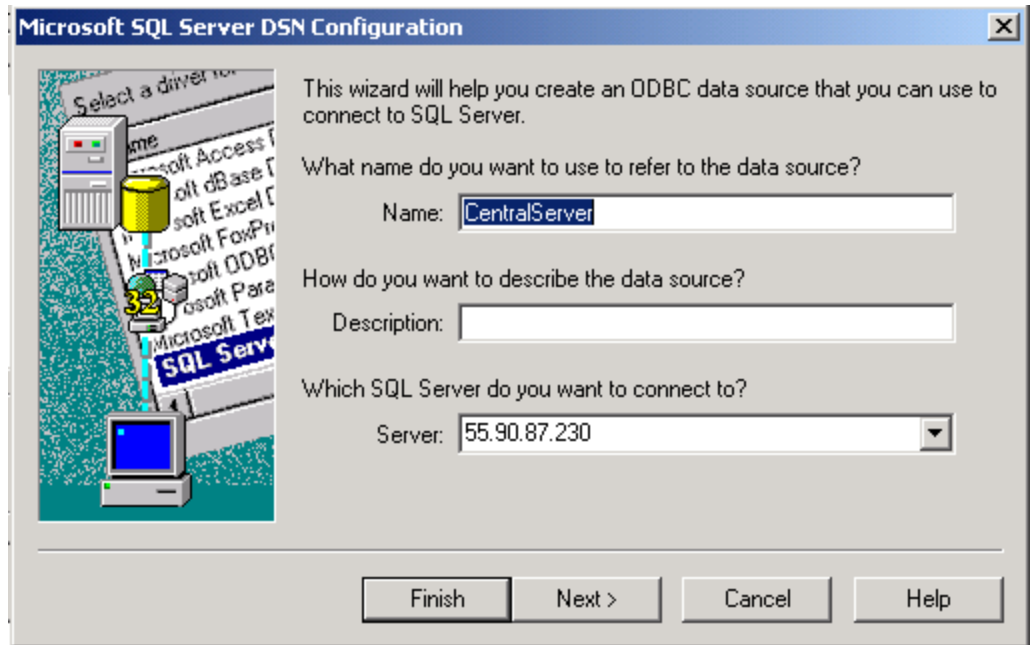
5. From SQL SERVER Setup, in the *Name* entry box, type "CentralServer" as the Data Source. In the *Server* entry box, type in the IP address to the IMAP-C. When done, click the **Finish** button.
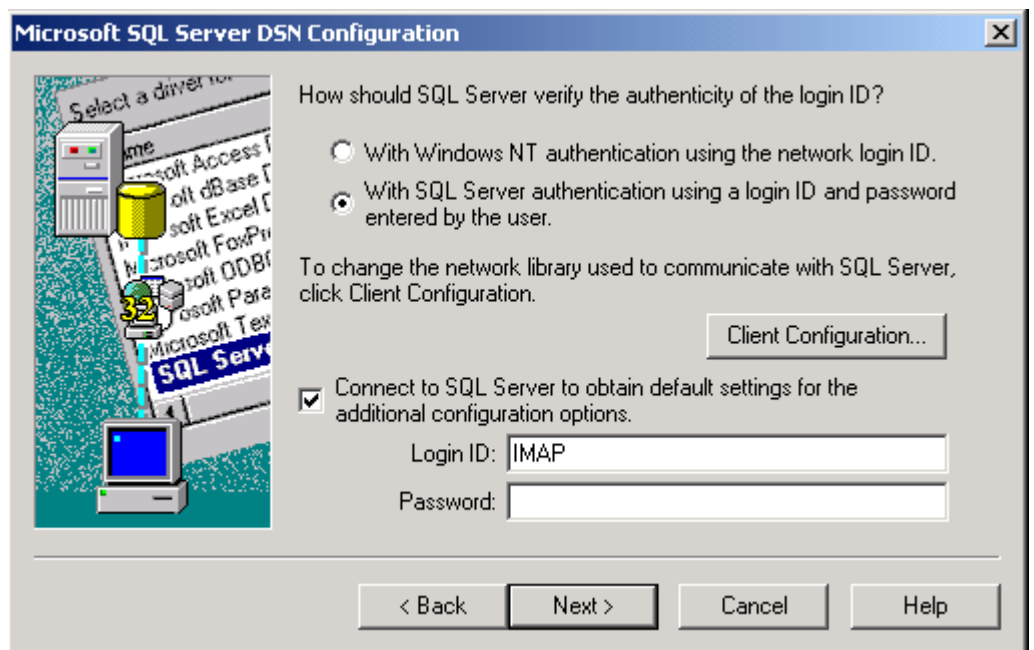
6. On the next screen, select the option entitled "With SQL Server authentication…".

7. Check the box "Connect to SQL Server to obtain default…". In the *Login ID* box, type "IMAP". Within the *Password* entry box type "Imap051301". Click on the **Next** button.
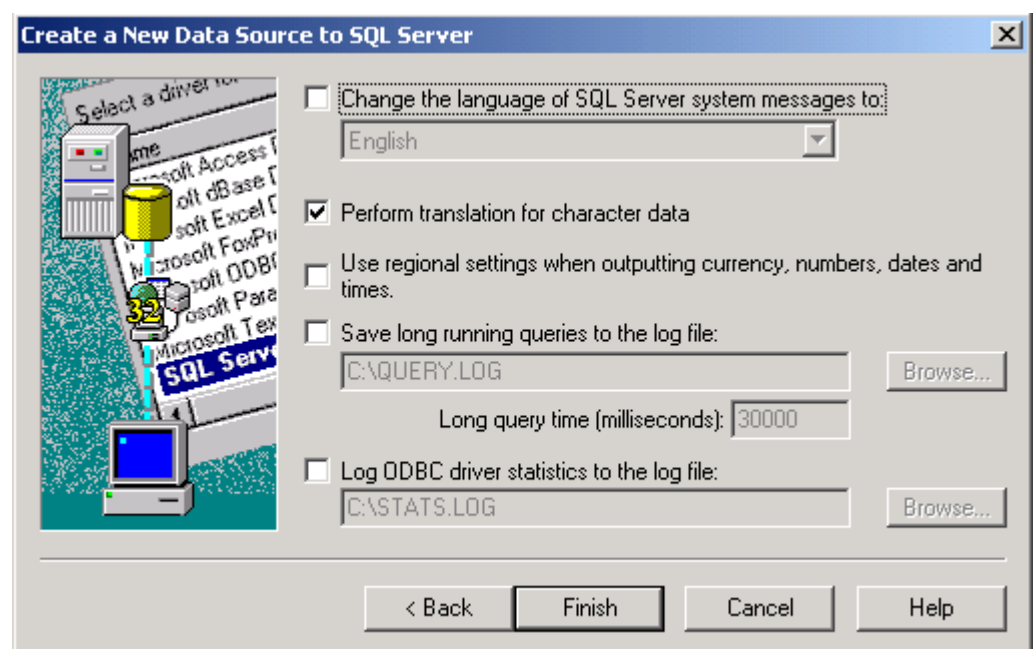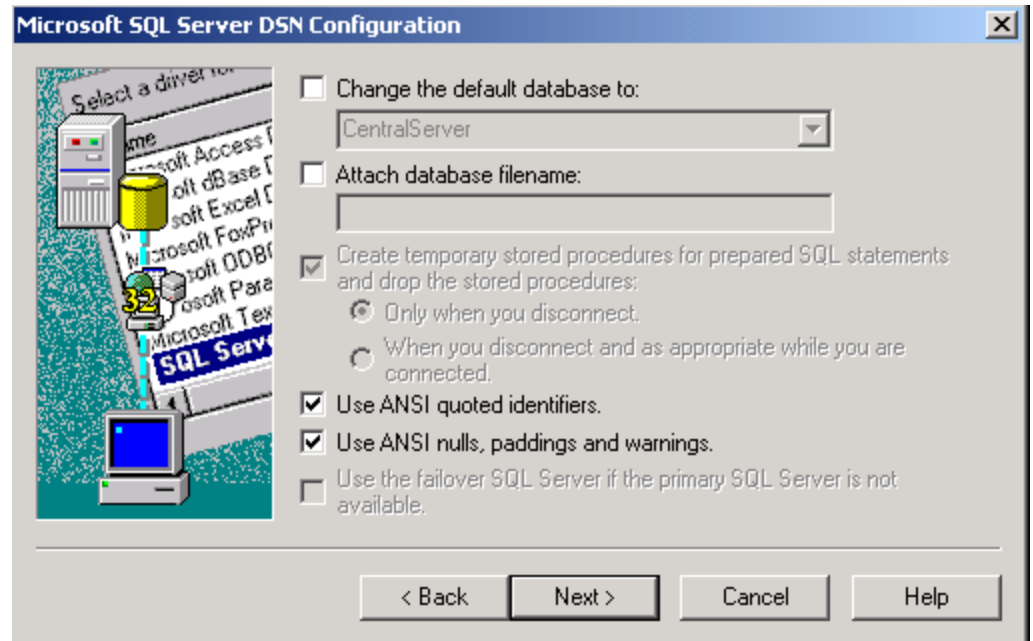
8. The following screens will be left to the defaults. Nothing needs to be changed or added. Click the **Next** button and then the **Finish** button to complete the setup.
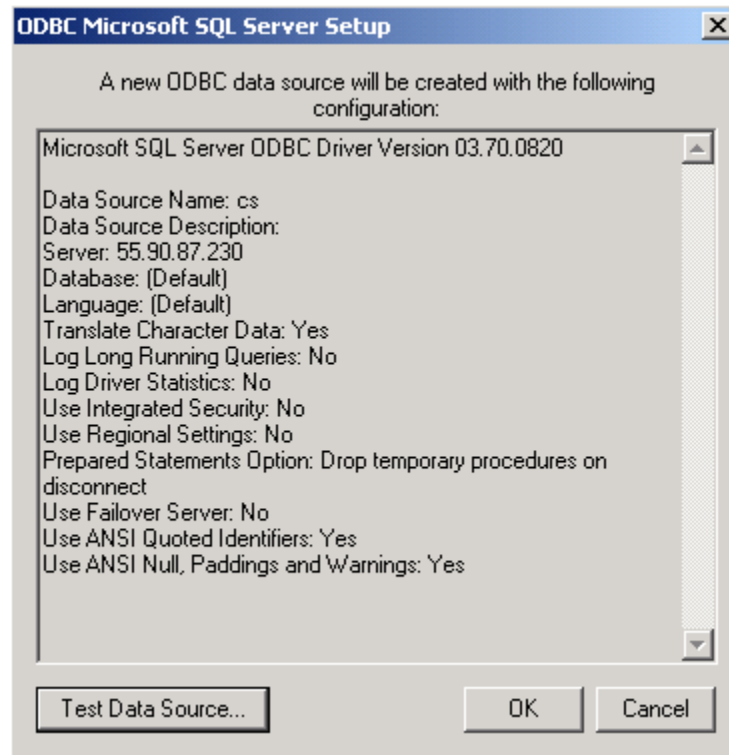
9. The last screen will have you test the setup. Click the **Test Data Source** button.
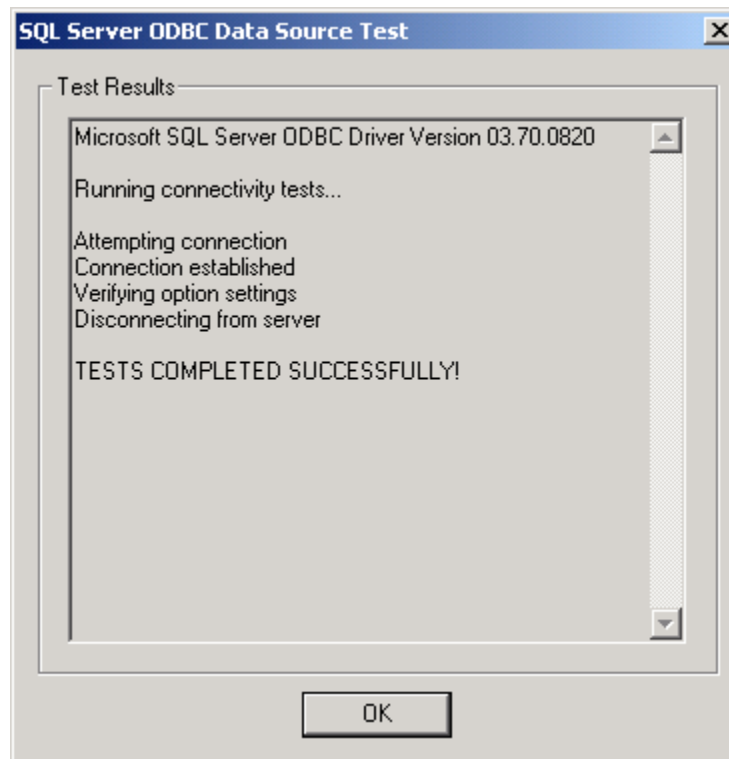
10. The last screen will show that the test was successful. Click the **OK** button to finish.
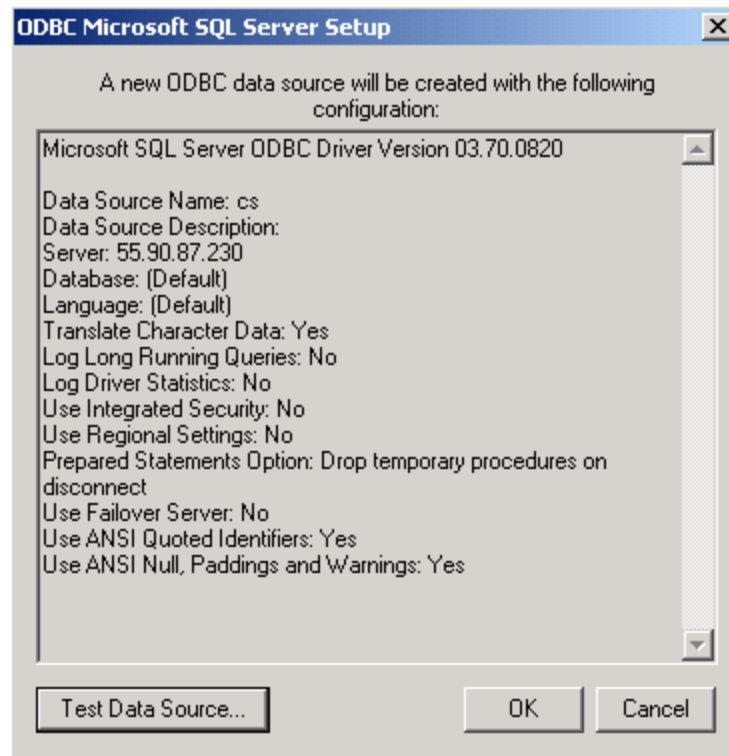
11. Click the **OK** button to return to the *ODBC Data Source Administrator* screen.
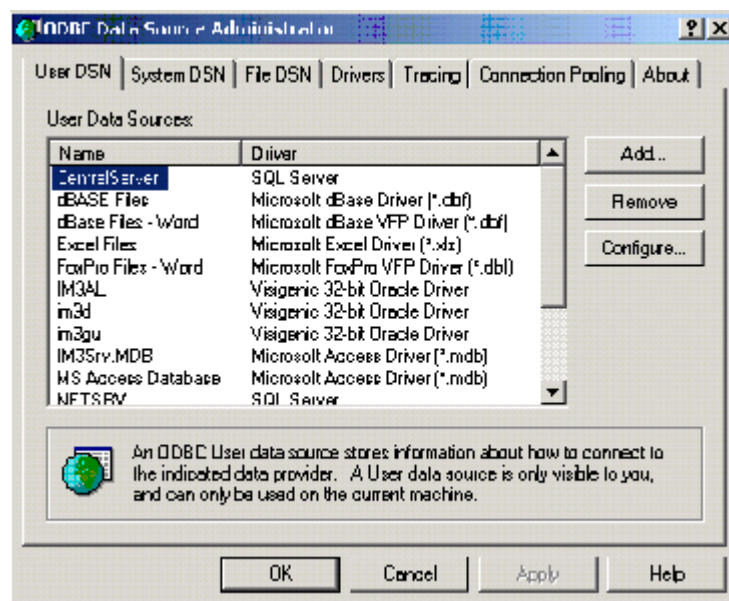
12. Your SQL Server "CentralServer" will now appear in the *ODBC Data Source Administrator* screen.

APPENDIX D

Administrative Functions

Introduction

To ensure that each user can access those accounts for which he/she has accountability, each state should identify either a single person (e.g., CSSAMO), or group of people to act as the IMAP-U Functional Proponent(s). The functional proponent should have a clear understanding of the MRP, state fiscal systems, and IMAP-U.

This section will define the responsibilities and describe the tasks of the Functional Proponent.

Responsibilities

The Functional Proponent has the following responsibilities:

- Act as a liaison between the end user and the DPI/DBA and DOIM;

- Create IMAP-U user entries and assign IMAP-U UserTypes for each user;

- Maintain AMDF percent table;

- Maintain SMC table by adding or deleting SMCs;

- Maintain IMAP-U UserType/SMC crosswalk entries to add, delete, and modify entries as required;

- Maintain IMAP-U PMC/SABERSPM crosswalk entries to add, delete, and modify entries as required; and

- Maintain Lookup Table entries to add new codes when required.

These responsibilities and the tasks associated are described in greater detail in the sections that follow.

NOTE: The functional proponent must be granted the "admin_usr" role on the IMAP-U database.

DPC Liaison (USPFO DPI)

Because the IMAP-U system is a client/server system, the Functional Proponent must request that the DOIM provide network connectivity from the user's computer (client), to the HP9000 (Business Box) (server) for all users of the IMAP-U system. The IMAP-U client must connect over the network, or the Internet, to the HP9000 in the USPFO. If the client machine is already on the network, the installation of Oracle^{TM} SQL*Net is all that is required. Oracle^{TM} SQL*Net is owned by all states. It is part of the Oracle^{TM} suite of software fielded to all state DPIs.

The Functional Proponent must request that the IMAP-U client software, and associated software (Oracle^{TM} SQL*Net) be installed on each user's computer.

The Functional Proponent must request that the DPI/DBA create an Oracle user ID to allow the user to perform system administration operations, the admin_usr role. This is the user ID you will use to perform the tasks required as a Functional Proponent. User roles and permission are built into the IMAP-U database. The DPI/DBA need only grant the user the appropriate role.

The Functional Proponent must also request that the DPI/DBA create an Oracle^{TM} user ID for each individual that needs to access the IMAP-U and Fiscal data on the HP9000 (Business Box) granting the Usr role.

NOTE: The DPC liaison is not responsible for DBA tasks on the IMAP-U database. This is the responsibility of the USPFO DPI/DBA.

IMAP-U User Entry Maintenance
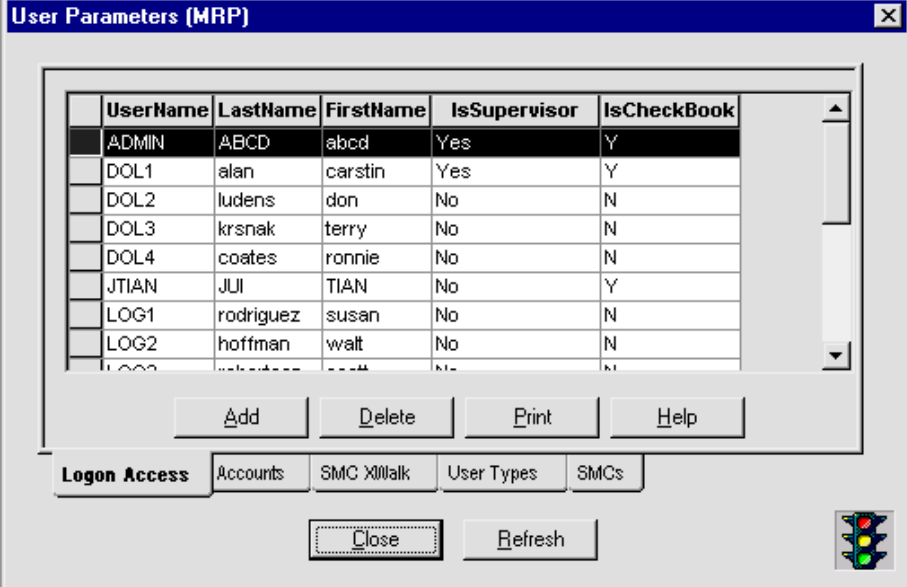
Once the DPI/DBA has created an Oracle user ID for a user, the Functional Proponent must create a corresponding entry in the IMAP-U system. These corresponding entries are described below.

The reason for this is that in creating an Oracle user ID for a user, the DBA is simply allowing the user to connect and pull data from the IMAP-U database, as well as a number of SABERS and AFCOS tables. Once this is done, if the user runs IMAP-U and logs on, **NO DATA WILL APPEAR**. This is because the user does not have entries in IMAP-U that tell the system what data the user can and cannot see.

User MRP Parameters

The *User Parameters (MRP)* screen is where you create one entry for each user, allowing the user access to IMAP-U data.

User Parameters (MRP)

NOTE: The IsSupervisor field contains a drop-down arrow in which you can select Yes or No to identify whether the User is a Supervisor. The IsCheckBook field expects a one character Y (meaning Yes) or N (meaning No) to identify whether the User can create checkbooks.

To access the User Parameters (MRP) screen:

1. Click Parameters.

2. Choose **User/MRP**.

The *Logon Access* tab shows all valid IMAP-U user IDs and information about each. To add a user, click **Add**.

Add User

Enter the *User Name* created by the DPI/DBA. Enter the user's actual last name and first name. After you click **OK,** click **Refresh** in the *User Parameters (MRP)* window and the added user will appear.

User Accounts

The *Accounts* tab shows each user, the associated *User Type*, and whether or not the *User Type* is active.

User Accounts
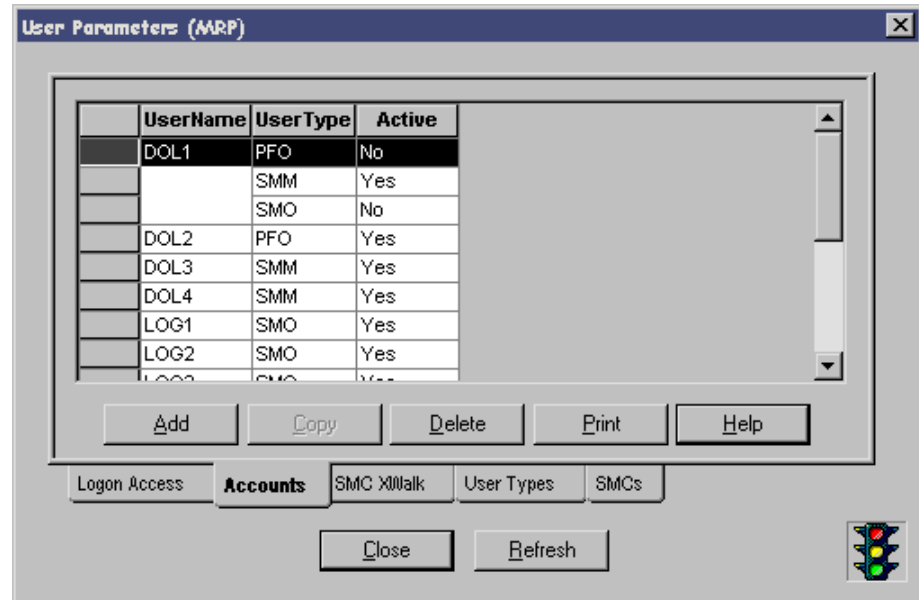
Each user can be associated with multiple user types. When a user ID is first created, it will not be displayed in this screen, because it does not have a UserType associated with it. You must add the user.

Add UserType to a User
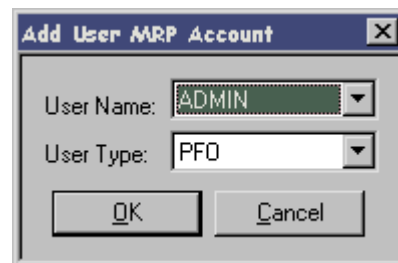
To associate a User ID with a User Type:

1. Click **Add**.

2. Find the *User Name* (User ID) you want to associate by clicking on the down arrow and scrolling through the list.

3. Find the *User Type* you want to associate with the *User Name* by clicking on the down arrow and scrolling through the list.

4. When finished, click the **OK** button, then click the **Refresh** button.

5. To delete a *User ID*, highlight the user and select **Delete** in the *User Parameters (MRP)* window.

NOTE: When you associate a user type with a user name, take care not to add too many user types and associated SMCs. This will make data access time excessive.

SMC Xwalk

The *SMC XWalk* tab is where you associate UserTypes with SMC codes.

SMC Xwalk
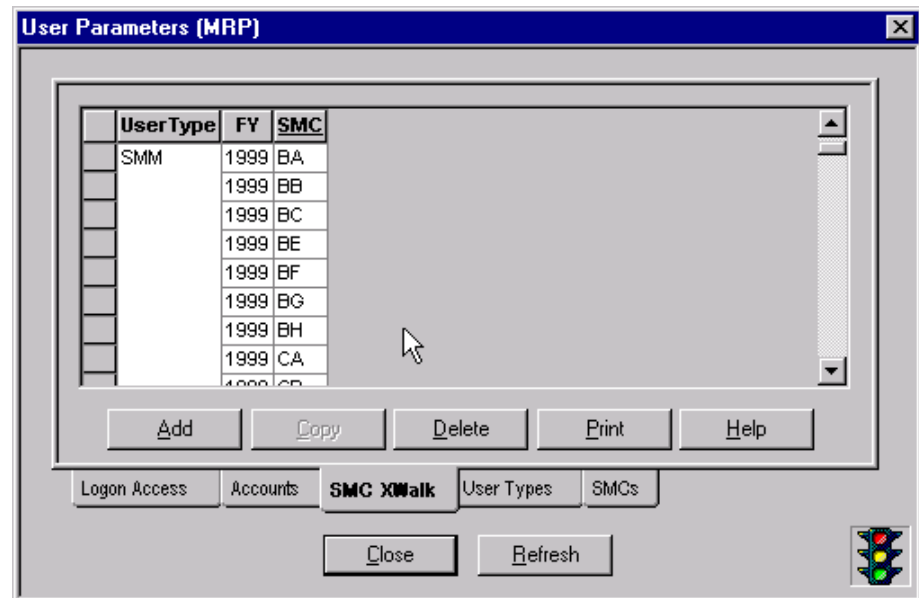
To associate a User Type with an SMC code:

1. Click **Add**.
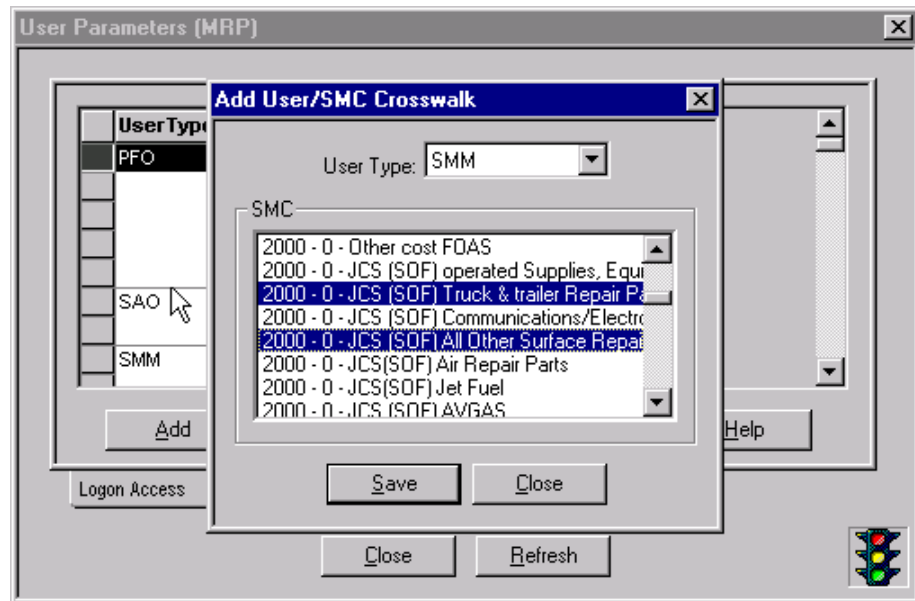
2. Find the *User Type* you want to associate by clicking on the down arrow and scrolling through the list.

3. Select the SMC codes you want to associate with the *User Type*. NOTE: You can select multiple SMC Codes by holding down the Ctrl key while selecting with the mouse. Deleting SMC codes must be completed individually.

4. When finished, click the **Save** button.

NOTE: Associate only the SMCs you are specifically interested in. The more SMCs you select, the longer it will take to process the data.

User Types

The *User Types* tab displays the valid *User Types* in the system.
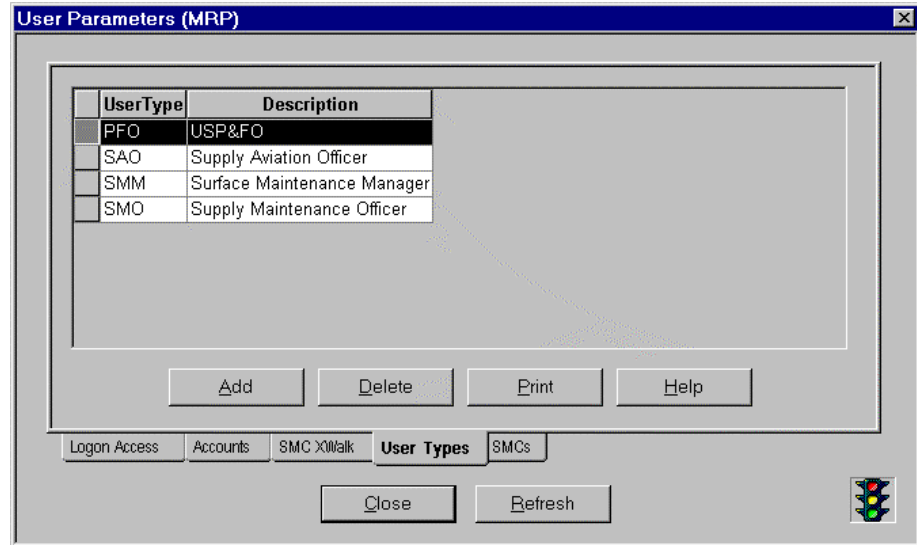
To add a *User Type*, click the **Add** button. You can create as many user types as you like. It will help in speeding data access if you use the user type to minimize your data set. The user types included with the system are for example only.

NOTE: You must then click the Refresh button for the new User Type to appear in the window.

SMC Codes

The **SMCs** tab displays the valid SMC codes in the system. The functional proponent must update this list and the User/SMC Xwalk each FY.

SMC Codes
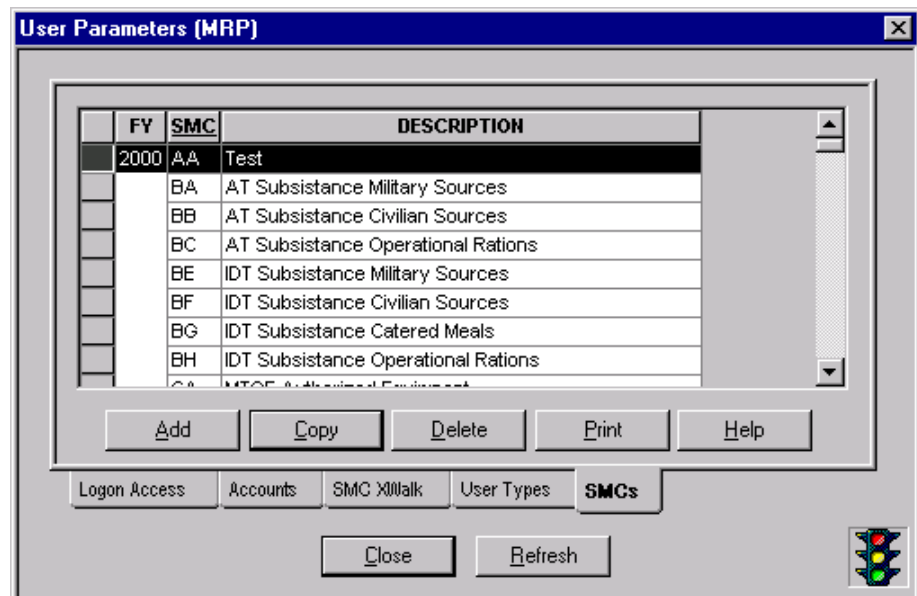
To add a new SMC code, click the **Add** button.

Each year the SMCs can be updated by clicking the **Copy** button. The user will be asked for a source year, usually the current FY, and the destination FY that is the upcoming FY. If the lists are similar, copy the list and delete and the add changes.

Adding SMC Codes
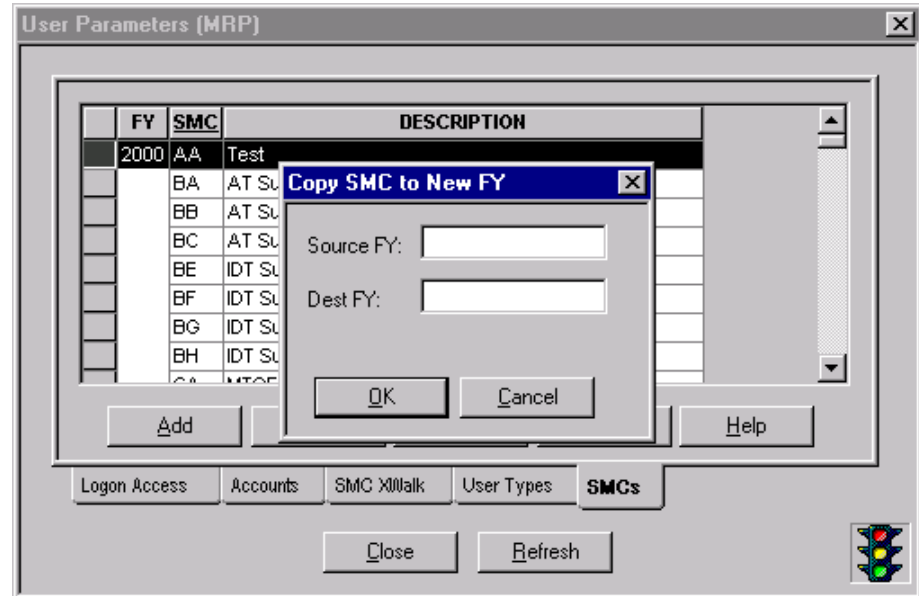
User Fiscal Parameters

The *User Parameters (Fiscal)* screen is where you associate your users with Fiscal information from IMAP-U, SABERS, and AFCOS.

User Parameters (Fiscal)
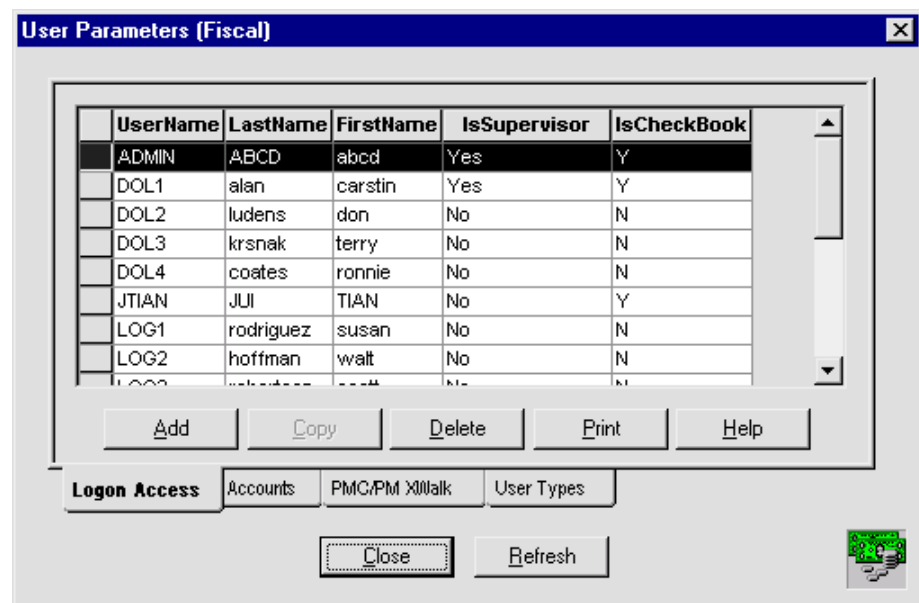
To access the User Parameters (Fiscal) screen:

1. Click the **Parameters** menu option.

2. Choose **User/Fiscal**.

Three of the four tabs (Logon Access, Accounts, and User Types) in this window are the same as those in the *User Parameters (MRP)* screen. However, the third tab (PMC/PM Xwalk) is different.

PMC/PM Xwalk

The *PMC/PM Xwalk* screen is where you associate your users with Fiscal information from IMAP-U, SABERS, and AFCOS.

PMC/PM Xwalk
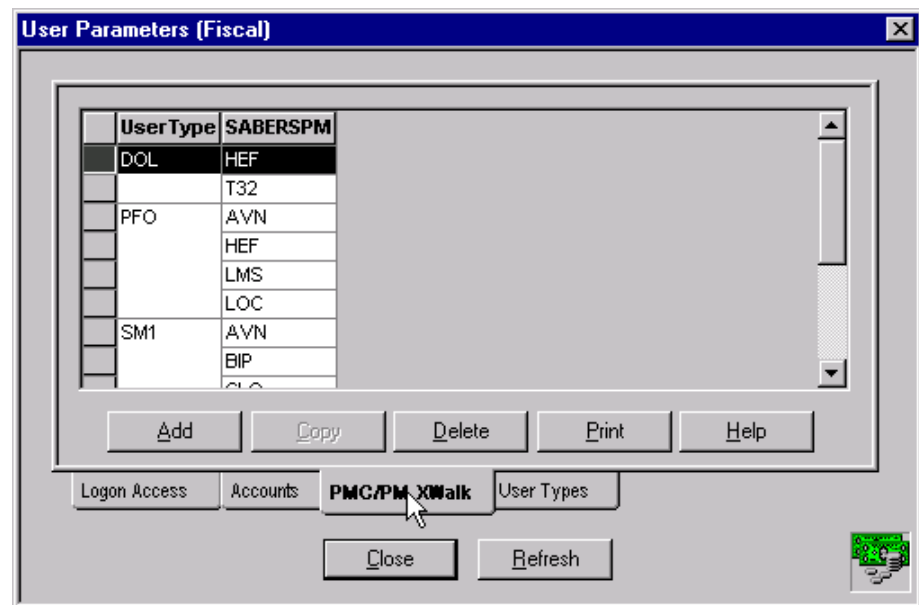
The screen displays entries for the IMAP-U UserType associated with each SABERS PM (SABERS Program Manager codes). This screen determines what type of Program Manager code each UserType can see when the IMAP-U system is getting data from SABERS and AFCOS.

To associate a UserType with a SABERS PM code:

1. Click the **Add** button.

Add PMC/PM Xwalk
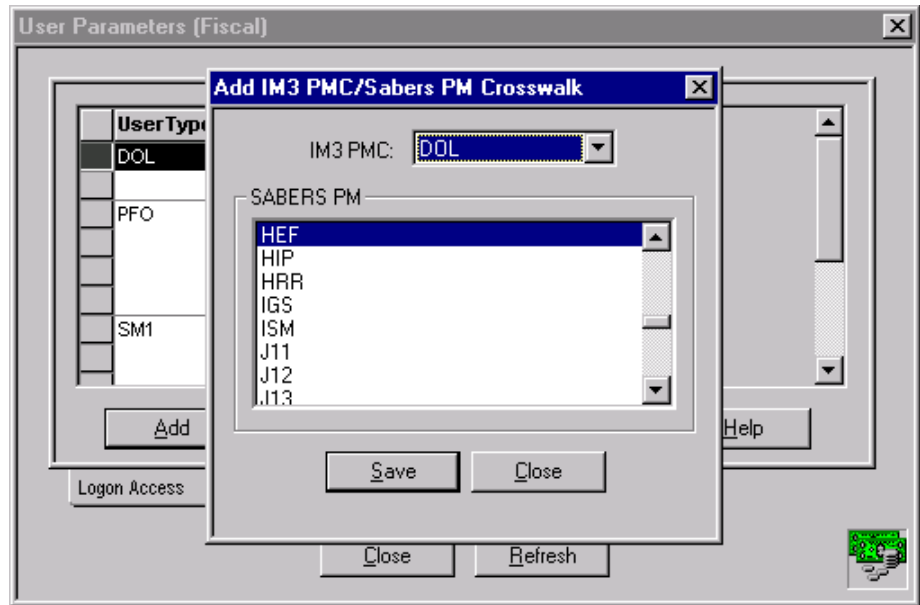
The SABERS PM entries displayed in this screen are pulled from the ROLL, ROLL_ACCOUNT views in SABERS. The entries in this table are maintained by your Fiscal Accounting section through SABERS.

2. Select the IMAP-U PMC (UserType) you want to work with by clicking on the down arrow.

3. Select the SABERS PM codes that you want to associate with the IMAP-U entry.

4. When finished, click the **Save** button.

APPENDIX E

IMAP-U Lookup Tables

Table F-1: MODE OF SHIPMENT CODES

RECORD POSITION 77

Mode of shipment code identifies the general mode (e.g., air or surface) and the specific method (e.g., motor, rail, air, freight, parcel post, etc.) used for each segment of movement within the Defense Transportation System (DTS). When preparing advance TCMDs for submission to a clearance authority, the code selected identifies the method of transportation, which will deliver the shipment to the POE. (Reference DOD 4500.32-R, MILSTAMP)

CODE	METHOD OF SHIPMENT
A	Motor, truckload
B	Motor, less than truckload
C	Van (unpacked, uncrated personal or Government property)
D	Driveway, truckaway, towaway
E	Bus
F	Air Mobility Command (AMC) Channel and Special Assignment Airlift Mission
G	Surface parcel post
H	Air parcel post
I	Government trucks, for shipment outside local delivery area
J	Air, small package carrier
K	Rail, carload (includes TOFC/COFE (excluding SEAVAN)
L	Reserved
M	Surface - Freight forwarder
N	Reserved
O	Organic military air (including aircraft of foreign governments)
P	Through Government Bill of Lading (TGBL)
Q	Commercial Air Freight
R	European Distribution System (EDS)/or Pacific Distribution System (PDS)
S	Scheduled Truck Service (applies to contract carriage, guaranteed traffic routings and/or scheduled service)
T	Air Freight forwarder

CODE	METHOD OF SHIPMENT
U	Reserved
V	SEAVAN
W	Water, river, lake, coastal (commercial)
X	Bearer, walk-thru (customer pickup of materiel)
Y	Reserved
Z	Military Sealift Command (MSC); controlled, contract, or arranged space
2	Government watercraft, barge, or lighter
3	Roll-on/roll-off (RORO) service
4	Armed Forces Courier Service (ARFCOS)
5	Surface - Small Package Carrier
6	Military Official Mail (MOM)
7	Express Mail
8	Pipeline
9	Local delivery by Government or commercial truck including on-base transfers and deliveries between air, water, or motor terminals and adjacent activities. Local delivery areas are identified in commercial carrier's tariffs, which are filed and approved by regulatory authorities.

Table F-2: DOCUMENT IDENTIFIER CODES

DIC	TrackLifeCycle	Description
FD1	Yes	Credit Reversal
FD2	Yes	Credit
FT6	No	ICP/IMM Followup Under MRP
FTA	Yes	Automatic Return Shipment Status
FTB	No	Reply to Followup for MRP Credit
FTC	No	Cancellation
FTD	No	Disposition Instructions
FTE	Yes	Excess Report
FTF	No	Followup for Reply to FTE
FTG	No	Customer Availability Report
FTL	No	Supply Status
FTM	Yes	MRP Shipment Status
FTP	No	Followup for MRP Credit
FTQ	No	DAAS Excess Report Status
FTR	Yes	Reply to FTE
FTT	No	Followup for Receipt Acknowledgement
FTZ	Yes	ICP/IMM Materiel Receipt Status

Table F-3: SUPPLY STATUS CODES

Status	Description
SA	Rejected - Resubmit with exception data
SB	Rejected - Report garbled, incomplete
SC	Rejected - ICP/IMM of reported item can not be identified
SD	Rejected - NSN not identifiable
SF	Rejected - Item not in authorized condition to be reported or condition code cannot be identified
SG	Rejected - Duplicate report
SH	Rejected - Unit of issue wrong
SJ	Rejected - Signal code wrong
SK	Rejected - Signal code requires compatible fund code
SL	Rejected - Dollar value less than minimun prescribed
SM	Rejected - Second chance document, re-submit later if still excess
SN	Rejected - Item reported not authorized for return
SP	Rejected - Item reported excess has also been requisitioned by reporting activity
SQ	Rejected - NSN is master item number, research and re-submit
T1	Materiel received. No credit allowed (appropriation financed item).
T3	FTM has been received. Materiel has not been received.
T4	Materiel not returnable.
T5	Deleted.
T6	FTE has been routed to the activity indicated.
T7	FSC has been changed by the ICP.
T9	Part number cannot be converted to an established NSN.
TA	Creditable Return.
TB	Noncreditable return.
TC	Not returnable. Quantity reported has been determined to be not economically feasible to return.
TD	Not returnable.
TE	Materiel required for lateral redistribution.
TF	Materiel received. Status being investigated.
TG	Materiel required for lateral redistribution.
TH	Credit will be granted for quantity indicated.
TJ	Noncreditable return.
TK	Not returnable.
TL	Materiel Received. No credit allowed as item received was other than that authorized for return.
TM	Materiel received. No credit or reduced credit allowed as condition received was less than reported.
TN	Materiel received. Credit authorized for quantity.
TP	Materiel not received within prescribed timeframe.
TQ	Materiel received. Noncreditable return as indicated in reply to FTE.
TR	FTE received and in process.
TT	Materiel received and in process of inspection and classification.

Status	Description
TU	Materiel not received.
TV	Materiel not received within prescribed timeframe.
TW	Credit action in process.
TX	Financial transaction accomplished.
TY	FTZ generated on document number cited indicated no credit authorized for return.
TZ	FTE has been changed by the DAAS facility.

Table F-4: ROUTING IDENTIFIER CODES (SOURCES OF SUPPLY)

RIC	Description	IsSOS
A12	U.S. Army Troop Support Activity, Philadelphia	Yes
A35	U.S. Army General Materiel & Petroleum Activity	Yes
AKZ	U.S. Army Tank-Automotive Command (TACOM)	Yes
AP5	U.S. Army Troop Support Cmd	Yes
AQ5	Stockton, CA	No
B14	U.S. Army Armament, Munitions and Chemical (ACALA)	Yes
B16	U.S. Army Communications-Electronics Cmd (CECOM)	Yes
B17	U.S. Army Aviation Systems Command (AMCOM)	Yes
B46	U.S. Army Electronics Materiel Readiness Activity	Yes
B52	Corpus Christi, TX	No
B56	U.S. Army Communications Security Logistics	Yes
B64	U.S. Army Missle Command (AMCOM)	Yes
B69	U.S. Army Medical Materiel Agency	Yes
BA4	Anniston (DLA), AL	No
BK4	Letterkenny (DLA), PA	No
BR4	Red River (DLA), TX	No
BY6	Tobyhanna (DLA), PA	No
F4U	Odgen ALC	Yes
F6U	Sacramento ALC	Yes
F7U	San Aotonio ALC	Yes
FF_	McClellan AFB, CA	No
FF3	Sacramento ALC	Yes
FFP	San Antonio ALC	Yes
FG_		No
FG3	Ogden ALC	Yes
FH_	Oklahoma City, OK	No
FL_	Warner Robins, GA	No
FL3	Warner Robins ALC	Yes
FP_	San Antonio, TX	No
GFO	GSA General Products, Ft Worth TX	Yes
GKO	GSA Tools, Kansas City	Yes
GNO	GSA Office Supplies, NY, NY	Yes
MAB	USMC Albany, GA	No
MBB	USMC Barstow, CA	No

RIC	Description	IsSOS
MPB	USMC Albany GA	Yes
NAZ	Pensacola, FL	No
NBZ	Jacksonville, FL	No
ND_	San Diego, CA	No
NN_	Norfolk, VA	No
NU_	Puget Sound, WA	No
PTZ	Cherry Point, NC	No
S9C	DCSC Columbus, OH	Yes
S9E	DESC Dayton, OH	Yes
S9F	DFSC	Yes
S9G	DGSC Richmond, VA	No
S9I	DISC Philadelphia, PA	Yes
S9M	DPSC Philadelphia, PA	Yes
S9S	DPSC Philadelphia, PA	No
S9T	DPSC Philadelphia, PA	Yes
SA_	New Cumberland, PA	No
SB_		No
SC_	Columbus, OH	No
SM_	Memphis, TN	No
SN_		No
SR_	Richmond, VA	No
SU_	Ogden, UT	No

Table F-5: DCN LIST

DCN	Description
B	DJMS Disbursement
C	Reservations Becoming Obligations
D	Automated Order Revocations
E	Milstrip Auto-Adjust
F	Non-Milstrip Auto-Adjust
G	Obligations From Civilian Pay
H	Disbursements for Civilian Pay
I	Obligations Tech Pay MOD
J	Obligations Credit MOD From Civilian Pay
K	CAPS/IATS Interface Adjustments
L	Budget Trans. Coming in From SABS
M	Milstrip Obligations - Recd After Mil230
N	SAACONS Interface Obligations
S	Automated Air Fare Disbursements
T	Automated Air Fare Adjustments
W	Cancellations from Log - Recd After ABF120
X	Transfer Records - Recd After ABF120

DCN	Description
Y	"G" Receipt Records Recd After ABF120
Z	Milstrip Disbursement (Automated)

Table F-6: FISCAL TRANSACTION TYPES

Type_Trans	Description	CalcType
A1	Annual Funding Program (From SAB System)	0
A2	Annual Funding Program (From SABERS)	0
B1	Allotment Received (From SAB System)	+
B2	Allotment Received (From SABERS)	+
C1	Obligation ADAPS	-
C2	Obligation From AFCOS Reservation	-
C3	Obligation Other Reservation	-
C4	Obligation Non-MILSTRIP	-
C5	Obligation Non-MILSTRIP Unfilled Order (Manual)	-
C6	Obligation MILSTRIP	-
C7	Obligation Interfund Billing Adjustments	-
C8	Obligation MILSTRIP Cancellation (From Interfund)	-
CC	Obligation Interfund Retail Credit Allowance+	-
CD	Obligation Techpay	-
CE	Obligation Techpay MOD Credit	-
CZ	Obligation Conversion From NAGFACTS	-
D1	De-Obligation MILSTRIP	+
D2	De-Obligation Non-MILSTRIP	+
DP	Disbursement ADAPS	0
E0	Disbursement Conversion of YTD	0
E1	Disbursement All Purpose MILSTRIP (DISB)	0
E2	Disbursement All Purpose Non-MILSTRIP (DISB)	0
E3	Disbursement JSS	0
E4	Disbursement MILSTRIP	0
E5	Disbursement Non-MILSTRIP (MDIB)	0
E6	Disbursement Interfund	0
E7	Disbursement Interfund Retail Loss Allowance	0
E8	Disbursement Techpay	0
EA	Debit Travel Advance	-
EB	Credit Travel Advance	+
EC	Travel Advance Written-Off	0
EM	Debit Travel Advance	0
EN	Credit Travel Advance	+
EO	Travel Advance Written-Off	0
EP	Disbursement ADAPS	0
ER	Disbursement All Purpose Milstrip (DISB)	0
ES	Disbursement Non-Milstrip (MDIB)	0
ET	Disbursement All Purpose Non-Milstrip (DISB)	0

Type_Trans	Description	CalcType
EY	TFO Disbursement Conversion From NAGFACTS	0
EZ	Interfund Disbursement Conversion from NAGFACTS	0
F1	DCN Control Record	0
G1	"G" Receipt (Supplies Interfund & TFO)	0
K1	Reimbursement Order Received (MIPR)	0
K2	Reimbursement Earned (MIPR)	0
K3	Reimbursement Collected	0
K4	Reimbursement Earned Written-off	0
KS	Reimbursement Collected	0
L1	Rejected TFO (Only Creates FAE Trans/304 Report)	0
L2	Manual TFO Reject (Only Creates FAE Trans/304 Rpt)	0
L3	Manual Bill	0
R2	Reservation	-

APPENDIX F

SRC Description

THE TOE NUMBER HAS NINE POSITIONS

```
  55        1        8        8        S        0        00
```

BRANCH	ECHELON	UNIQUE	TYPE ORG		VARIATIONS	TYPE OF LTOE

01 Aviation
03 Chemical   0-3 Divisional   Assigned   0 Recap for Div/   Variations   00 Base TOE
05 Engineer   CORPS   0-9
06 Field Artillery   4 CORPS   by the   01-98 Intermediate TOE
07 Infantry   1 CORPS HHC   or
08 Medical   5 Teams   TOE Sub   99 Objective TOE
09 Ordnance   2 Brigade HHC   Teams
10 Quartermaster   6 EAC   Proponent   A-Z
11 Signal   3 Separate Co's
12 AG/Band   7-9 Unique   School
14 Finance   4 Division HHC
16 Chaplain
17 Armor   5 Battalion Recap
19 Military Police
20 General   6 Battalion HHC
27 Military Law
29 Composite/TMDE   7-9 Companies
30 Military Intel
31 Special Forces
32 INSCOM (ASA)   Suffix
33 Psychological Ops   or
34 Military Intl   Edition
37 Mechanized
41 Civil Affairs
45 Public Info/PAO
52 CORPS
54 Logistics Ops
55 Transportation
57 Airborne Div
63 DISCOM
67 Airmobile
77 Light Division
87 Heavy Division
95 Air Traffic Con
97 Division Training
98 Theater Army (EAC)